



# THE OPEN UNIVERSITY OF TANZANIA



# POSTGRADUATE PROSPECTUS

2025/2026

# POSTGRADUATE PROSPECTUS 2025/2026

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Published by  
The Office of the Deputy Vice-Chancellor  
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## **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.

## **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

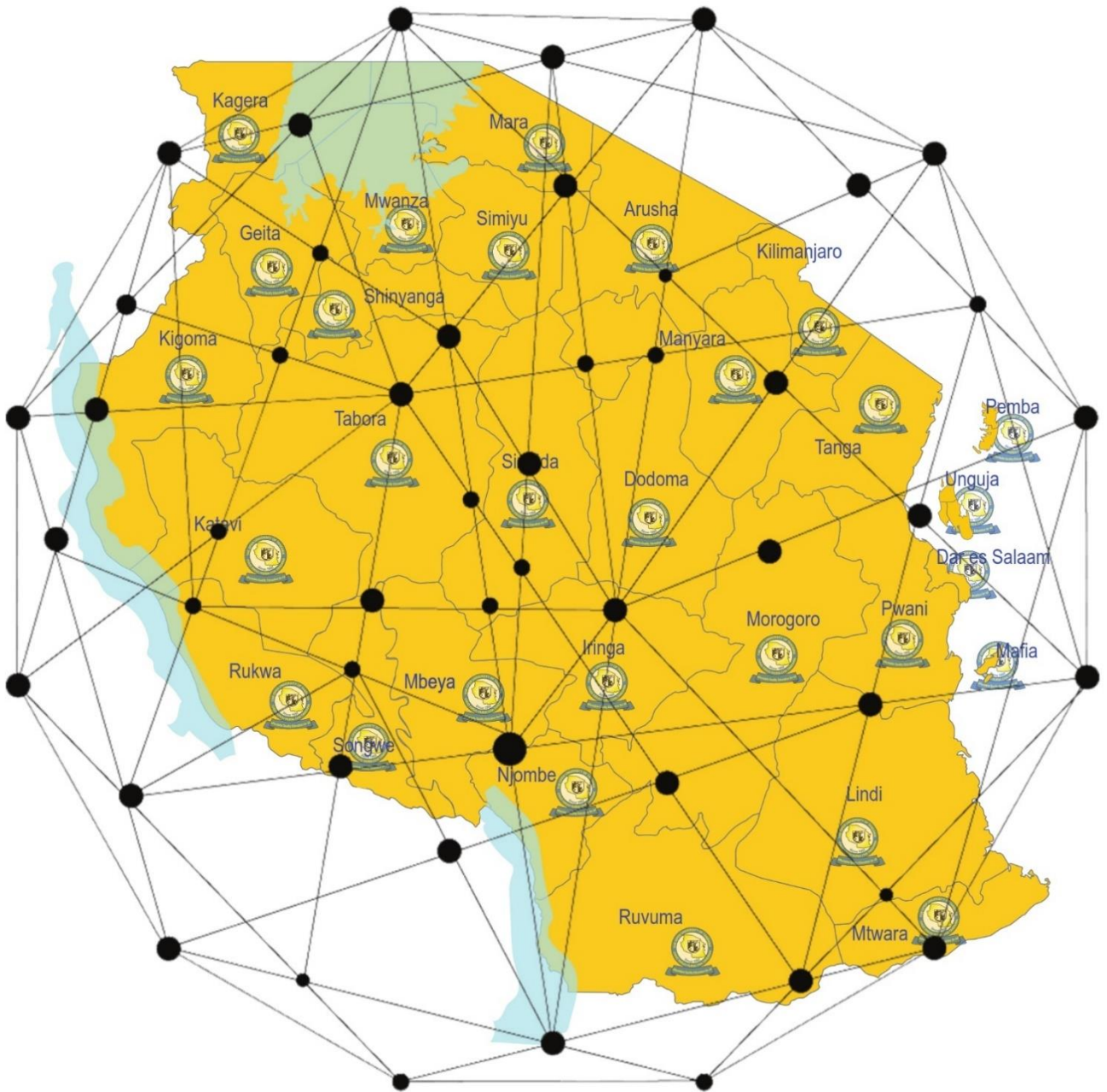
At OUT, the e-Learning Management System (e-LMS) is the central hub of online learning experience. Through the e-LMS, students can access your study timetable, participate in real time lectures and discussion forums, access learning resources and submit assignments. The platform is available anytime, 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 general entry requirements into Doctor of Philosophy, Masters degrees, and the Postgraduate diploma programmes at the OUT:

### For Doctor of Philosophy Degree (PhD)

A Master's Degree (University Qualifications Framework (UQF) level 9) in a relevant discipline/area or equivalent with a minimum GPA of not less than 3.0 or B grade obtained at the OUT or from any other approved University.

### For Master's Degree

- i) A bachelor degree from the OUT or a qualification from any approved higher learning institution deemed to be equivalent to a degree of the OUT with a GPA of not less than 2.7.
- ii) An Advanced Diploma certificate from an approved and recognized higher learning institution a minimum GPA of 3.5.
- iii) An unclassified degree with a credit or a distinction in the subject of the intended Master's Degree.
- iv) A Pass Degree will be considered if undergraduate performance in the proposed subject of study was a B grade average or above with a Postgraduate Diploma certificate of the subject of the intended Master's Degree or any relevant programme in relation to the intended Master's degree with a minimum GPA of 3.0.

### For Postgraduate Diploma

- i) Bachelor's Degree with a minimum GPA of 2.0 or C grade from a recognized higher learning institution or possess an equivalent academic qualification.
- ii) A Postgraduate Certificate relevant to the intended postgraduate Diploma.

## ADMISSION REGULATIONS

### 1. Admission Process

The Open University of Tanzania (OUT) offers three intakes for postgraduate studies per academic year: October, February, and June. Names of selected applicants for Postgraduate programmes are released in each admission intake. However, applications are received throughout the year.

2. All applications shall be made through the Postgraduate Online Admission (PGOA) system via the following link: <https://pgoa.out.ac.tz/>. However, in special and compelling circumstances, such as a temporary failure of the online application system, the requirement of an online application may be temporarily waived in writing by the Deputy Vice Chancellor responsible for academic affairs.
3. Applicants wishing to apply for admission into a postgraduate programme at the OUT must submit an online application accompanied by all required supporting documents such as certificates and transcripts within the period stipulated in the call for application into postgraduate programmes. During the application process, the applicant shall be required to comply with the following conditions:
  - i) Every applicant shall use names as they appear in his/her ordinary certificate of secondary education examination (CSEE) or equivalent translations of the CSEE during the application processes.
  - ii) Every applicant shall attach certified copies of certificates and transcripts from the issuing institution to the PGOA system.
  - iii) Applicants with qualifications from foreign universities shall ensure that their certificates are verified and validated by the Tanzania Commission for Universities (TCU).

- iv) Applicants with foreign certificates in technical, vocational, or training qualifications shall ensure that their certificates are certified and validated by the National Council for Technical and Vocational Education and Training (NACTVET).
  - v) Applicants with foreign certificates in secondary or teacher education must ensure that their certificates are verified and validated by the National Examinations Council of Tanzania (NECTA).
  - vi) Applicants with foreign certificates issued in languages other than English or Kiswahili shall submit a certified translation from institutions recognized under the laws of Tanzania.
4. Applicants seeking admission to PhD or Master by thesis must submit their applications along with a research concept note through PGOA system.
  5. An applicant making application for postgraduate admission shall pay a non-refundable application fee as may be prescribed by the council from time to time and as published in the relevant University Prospectus.
  6. All payments shall be made through the Government Electronic Payment Gateway (GEPG) that generates a control number in the PGOA system. Upon completion of payment, the foreign applicant shall send bank payment details to the Unit for Internationalization and Convocation at [dicu@out.ac.tz](mailto:dicu@out.ac.tz) and copy the same to the postgraduate admission office at [postgraduate.admission@out.ac.tz](mailto:postgraduate.admission@out.ac.tz) for further action.
  7. After completion of the application, a Tanzanian applicant shall make a follow-up on the status and progress of his/her application in the PGOA system.
  8. All applications submitted to the PGOA system shall be reviewed by respective Faculties and the names of all qualified and selected applicants shall be recommended to the Senate for approval of the admission.
  9. Upon selection, the applicant may download the admission letter from the PGOA system.
  10. The selected applicant shall be required to register by using names as they appear in his/her CSEE or its equivalent translation. The official order of names during registration shall be: Surname, First Name(s), and Middle Name(s). Where an applicant has only two names in his or her certificates, only those two names shall be used and the second name will be taken as surname.
  11. Change of names by any admitted student after registration is not allowed. The University reserves the right to refuse any changes of names that are drastic, even when properly booked up by relevant laws of the land.

## **12. Registration Rules**

### **12.1 Postgraduate Diplomas**

- i) A candidate for the Postgraduate Diplomas shall be registered in ARMIS. Registration shall entail registering for his/her postgraduate courses as contained in the programme specification document and as contained in the University Prospectus.
- ii) Upon registration, the admitted student shall be invoiced and be required to pay applicable registration and tuition fees and be permitted to commence his/her studies. All payments shall be made through GEPG that generates a control number in the ARMIS system.
- iii) Every selected applicant must complete the registration process within three months from the date of release of admission letter failure of which the admission shall be forfeited.

### **12.2 Master Degree Programme by Coursework and Dissertation**

- i) A candidate for the Master's Degree by Coursework and Dissertation shall be registered in ARMIS. Registration shall entail admitted student registering for his or her courses in ARMIS.

- ii) Upon registration, the admitted student shall be invoiced and be required to pay applicable fees and be permitted to commence his/her studies. All payments shall be made through GEPG that generates a control number in the ARMIS system.
- iii) Selected applicants must complete the registration process within three months from the date of admission; failure of which their admission shall be forfeited.

### **12.3 Master Degree Programme by Thesis**

- 12.3.1 A candidate for the Master's degree by thesis shall be registered in ARMIS.
- 12.3.2 Registration shall entail the admitted student receiving an invoice and making payment of applicable registration and tuition fees. All payments shall be made through GEPG that generates a control number in the ARMIS.
- 12.3.3 Selected applicants must complete the registration process within three months from the date of admission; failure of which their admission shall be forfeited.
- 12.3.4 Upon registration and payment of the required fee, the admitted student shall be assigned supervisors appointed by the Senate on the recommendation of PGSC. The supervisors will guide the candidate in her/his research.
- 12.3.5 Any registered student for a Master's degree programme by thesis may, on the recommendation of the relevant Faculty/Institute Board, be required to do one or more formative courses appropriate for his/her field of study including Research methodology skills course.
- 12.3.6 Every student admitted for the Master's degree by thesis programme must register in each academic year through ARMIS by submitting a duly filled-in form OUT/PG/AD.F1 and pay for the programme fees.

### **12.4 PhD Degree Programme by Coursework and Dissertation**

- i) A student admitted into PhD degree programme by Coursework and Dissertation shall be required to register selected courses in ARMIS and pay the tuition fee as per the invoice at the beginning of each academic year. All payments shall be made through GEPG that generates a control number in the ARMIS.
- ii) A PhD student by Coursework and Dissertation registered for a course but who wishes to withdraw from that course must apply to the Dean/Director of Faculty/Institute as the case may be, of the unit hosting the programme through the Head of Department for permission to do so not later than Friday of the fourth teaching week of the semester/term. No PhD student by Coursework and Dissertation will be permitted to commence or withdraw from any course four weeks after the beginning of the semester/term.
- iii) Every admitted student in PhD degree programme by Coursework and Dissertation shall be required to register annually in ARMIS as a continuing student at each academic year's commencement by submitting a duly filled-in form OUT/PG/AD.F1. The University reserves the right to forfeit the admission of any student who fails to register in ARMIS within three (3) months from the date admission.
- iv) A candidate registered for the PhD. degree programme by Coursework and Dissertation may, on recommendation of the relevant Boards of respective Faculties/Institutes, be required to do one or more formative courses appropriate to his/her field of study, as prescribed by his/her supervisor(s) as a mandatory requirement for the student to continue with his/her PhD studies.

### **12.5 PhD Degree Programme by Thesis**

- i) A student admitted into PhD degree programme by thesis shall register in ARMIS.
- ii) Registration shall entail the admitted student receiving an invoice and making all necessary payments applicable for registration including tuition fees in order to be permitted to

- commence his/her research. All payments shall be made through GEPG that generates a control number in the ARMIS.
- iii) The selected applicant for PhD degree by thesis must complete registration process within three months from the date; failure of which the admission shall be forfeited.
  - iv) Upon registration and payment of the required fee, the admitted student shall be assigned supervisors appointed by the Senate on the recommendation of PGSC. The supervisors will guide the candidate in her/his research.
  - v) Every admitted student in PhD degree programme by thesis shall be required to register annually in ARMIS as a continuing student at each academic year's commencement by submitting a duly filled-in form OUT/PG/AD.F1. The University reserves the right to forfeit the admission of any student who fails to register in ARMIS within three (3) months from the date admission.
  - vi) A candidate registered for the PhD degree programme by thesis may, on recommendation of the relevant Boards of respective Faculties/Institutes, be required to do one or more formative courses appropriate to his/her field of study, as prescribed by his/her supervisor(s) as a mandatory requirement for the student to continue with his/her PhD studies.

## **12.6 Change of Programme**

- 12.6.1 Any admitted student may request for change of programme. A request for change of programme shall be submitted to DPGS through ARMIS and the same shall be transmitted to respective faculties by submitting a duly filled-in form OUT/PG/AD.F2 for recommendation. The faculty recommendation shall be escalated to the PGSC which shall recommend the request to the Senate for approval.
- 12.6.2 The student requesting for change of programme shall pay prescribed prevailing fee for change of programme prior to approval by the Senate. Payment shall be made through GEPG that generates a control number in the ARMIS.
- 12.6.3 Every request for change of programme shall be submitted within three (3) months from the date of admission. No change of programme shall be permitted after expiry of the stipulated period of three months.

## **12.7 Duration of Studies**

- 12.7.1 Diploma Programme: The minimum period of study for the Postgraduate Diploma programme shall be 12 months and the maximum period shall be 24 months. The minimum number of units for a postgraduate diploma shall be 12, equivalent to 120 credits.
- 12.7.2 Master Degree Programme by Coursework and Dissertation: The minimum duration for the completion of a Master degree programme by Coursework and Dissertation shall be 18 months, and the maximum period is 60 months.
- 12.7.3 Master Degree Programme by Thesis: The minimum duration for the completion of a Master degree programme by thesis shall be twenty-four months and the maximum period shall be 60 months.
- 12.7.4 PhD Degree Programme: The minimum duration for completing a PhD degree programme at the OUT shall be thirty-six months (3 years), and the maximum period shall be 72 months (6 years).

## **12.8 Tuition Fee Refunds Guidelines**

- 12.8.1 Fees once paid are not refundable.
- 12.8.2 In extremely exceptional circumstances, a consideration refund for the fees paid may be made to those who paid excess fees and have graduated.

12.8.3 Where the case under 1.6.2 is applicable, the approval of refund shall be made subject to a charge of 15% of the amount to be refunded. The percentage deduction rate shall be set, announced and reviewed by the University from time to time.

12.8.4 No refund for any student who voluntarily requested to withdraw from studies at the OUT.

## **12.9 Postponement and Resumption of Studies**

### **12.9.1 Postponement of Studies**

- i) Postponement of studies shall mean temporary suspension of academic activities for a defined period, during which the time paused, will not be counted toward the student's official registration duration.
- ii) A request for the postponement of studies shall be formally initiated by the student through the ARMIS platform and must be supported by valid and substantiated grounds. The request shall be accompanied by a duly completed form OUT/PG/AD.F3. Upon submission, the request shall be forwarded to DPGS, which shall transmit it to PGSC for review. The PGSC shall, upon consideration, submit its recommendation to the Senate for approval.
- iii) The candidate can be allowed to postpone studies for not more than 2 years in case of Master's studies and not more than 3 years in case of PhD studies.
- iv) No candidate will be allowed to postpone studies after he/she has completed data collection and has started data analysis or is in write-up stage, except for medical reasons.
- v) The candidate shall not be allowed to postpone studies more than once.

### **12.10 Resumption of Studies**

- i) A candidate resuming studies following an approved postponement shall formally notify the University of his or her intention to recommence academic activities.
- ii) A request to resume studies shall be submitted to DPGS by means of a duly completed form OUT/PG/AD. F4. The form must bear the recommendation of the relevant Faculty and shall thereafter be forwarded to PGSC for evaluation. Upon consideration, PGSC shall submit its recommendation to the Senate for final approval.

### **12.11 Extension of Studies**

- 12.11.1 A candidate who, for valid reasons, fails to complete his/her studies within the specified period may apply for an extension of the registration period, which must be approved by the Senate.
- 12.11.2 The request to extend studies shall be initiated online via ARMIS by the student.
- 12.11.3 A request for an extension of the study period shall be submitted to the DPGS through a duly completed form OUT/PG/AD. F5. The request must be endorsed by the relevant faculty and subsequently tabled to PGSC for review. Following its assessment, PGSC shall make a recommendation to the Senate for approval.
- 12.11.4 The student shall pay the prescribed prevailing extension fee prior to approval by the Senate.
- 12.11.5 The extension period shall not exceed twelve months.

### **12.12 Deregistration from Postgraduate Studies**

- 12.12.1 A candidate intending to deregister from studies at the OUT shall formally initiate the request by notifying the University of his/her intention, clearly stating the reason(s) for such withdrawal.

- 12.12.2 A request for deregistration from studies shall be submitted to DPGS through a duly completed form OUT/PG/AD. F6. The form must be endorsed by the relevant faculty and subsequently tabled to PGSC for review. Upon evaluation, PGSC shall submit its recommendation to the Senate for approval.

### **12.13 Credit Transfer in Postgraduate Programmes from other Universities**

- 12.13.1 Postgraduate candidates from other recognised universities may transfer their academic credits to the OUT.
- 12.13.2 In line with the existing qualifications frameworks, transfers of credits shall only be accepted from accredited universities and programmes.
- 12.13.3 A candidate seeking credits transfer from another university shall submit an application to DPGS using a duly completed form OUT/PG/AD.F7, routed through the relevant faculty. The application must be accompanied by a signed and officially stamped continuous assessment sheet of coursework from the candidate's previous institution. PGSC shall review the request and forward its recommendation to the Senate for approval.
- 12.13.4 Transfer of credits shall be permitted up to a maximum of 50% of the core course credits for similar programmes at the same level.
- 12.13.5 The courses to be transferred must be from a programme of the same level as that of the OUT courses.
- 12.13.6 Credit transfer can only be allowed if such credits have been obtained within a period of not more than two years.
- 12.13.7 A student who has been discontinued from another university shall not be eligible to transfer academic credits to the OUT.
- 12.13.8 Once a course is recognised as equivalent to a corresponding course at the OUT, in accordance with the criteria set forth in this guideline, it shall be assigned the same credit value as the OUT course, irrespective of the credit weighting at the institution from which it was transferred.
- 12.13.9 The student shall pay the applicable credit transfer fee to the OUT as stipulated at the time of application, prior to the request being considered for approval by the Senate.

## 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 TUITION FEE

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

### General Tuition Fee per 10 Credit

The following table outlines the general fee structure for postgraduate programmes

### Other charges payable to the University

No	Item	Local/ EAC/SADC (TSh)	Other (USD)	Remarks
1	Registration Fee	50,000	50	Paid once
2	Theoretical course (blended mode)	180,000	250	Paid per 10 credits of the course
3	Dissertation	280,000	334	Paid per 10 credits of dissertation
4	Examination fee	20,000	20	Paid per paper (Test & Exam)
8	On-demand examinations	30,000	30	Paid per each on-demand examination requested
9	TCU Quality assurance	20,000	20	Paid once for each academic year
10	Student Organization (OUTSO) fee (annually)	20,000	20	Paid once for each academic year
11	Students Identity Card	20,000	20	Paid once
12	Transcript	50,000	50	Paid after completion of studies
13	Statement of results	10,000	10	Paid upon request of statement of results
14	Appeal for examination results	80,000	80	Paid during appeal request
15	Reprinting lost certificate	30,000	30	Paid during request
16	Credit transfer	80,000	80	Paid during request
17	Change of programme	30,000	30	Paid during request
18	Graduation gown and booklet	55,000	55	Paid before graduation day



## **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

SN	Programme	Minimum Credits	Tuition Fee (TSh)
1.	Doctor of Philosophy by Thesis	N/A	9,060,000
2.	Master in Community Economic Development (MCED)	200	4,730,000
3.	Master in Library and Information Management (MLIM)	180	4,250,000
4.	Master of Gender Studies (MA GS)	180	4,250,000
5.	Master of Arts in Geography by Thesis	180	4,370,000
6.	Master of Arts in Governance and Leadership (MA GL)	180	4,250,000
7.	Master of Arts in Humanitarian Action Cooperation and Development (MA HACD)	180	4,250,000
8.	Master of Arts in International Development and Cooperation (MA ICD)	180	4,250,000
9.	Master of Arts in Kiswahili	180	4,250,000
10.	Master of Arts in Linguistics by Thesis	180	4,370,000
11.	Master of Arts in Literature by Thesis	180	4,370,000
12.	Master of Arts in Mass Communication (MA Mass com)	180	4,250,000
13.	Master of Arts in Monitoring and Evaluation (MA M&E)	200	4,730,000
14.	Master of Arts in Natural Resource Assessment and Management (MANRAM)	180	4,250,000
15.	Master of Arts Tourism Planning Management (MTPM)	180	4,250,000
16.	Master of Science in Economics (MSc. Economics)	180	4,250,000
17.	Master of Social Work (MSW)	180	4,250,000
18.	Master of Sociology by Thesis		4,370,000
19.	Postgraduate Diploma in Social Work (PGDSW)	120	2,970,000

### Doctor of Philosophy (PhD)

The programme equips student with essential analytical and decision-making skills, preparing them for leadership roles in both public and private sectors. The programme is an advanced doctoral degree focused on independent research and original contribution to knowledge in various academic disciplines, allowing candidates to develop and present a substantial thesis. The programme is designed to be flexible, accommodating working professionals and providing guidance from experienced supervisors, with the primary goal of advancing scholarly understanding and addressing issues relevant to Tanzania and the broader community. It emphasizes rigorous research, critical analysis, and academic excellence, preparing graduates for leadership roles in academia, research, and industry. Graduates can pursue careers in economic planning, financial analysis, policy advisory, and the management of economic development projects and research teams.

### Entry Requirements

- Master's degree from OUT or any other recognized university with a minimum of GPA of 3.0

### Programme structure

- PhD by thesis is an independent research programme where a student proposes the topic of interest and searches for potential supervisors within the department before application.
- Submission of a concept note (short summary of the research) of the subject in the area of interest for the study
- Proposal writing and approval
- Data collection
- Report writing and publication of three papers
- Two seminar presentations and incorporation of comments given
- Pre viva
- Viva and approval by Senate for graduation

### Assessment mode

- Assessment process shall comprise examination with two parts: the examination of the thesis by external and internal examiners, and the viva voce examination.

- ii) At least three examiners (PhD holders) who are specialists in the subject area approved by the Senate will assess the thesis. Two examiners must be external academic staff from higher learning institution other than the Open University of Tanzania.
- iii) For a candidate whose thesis passed as per stated regulation will be eligible and sit for viva voce examination that can be conducted face-to-face or online or both to ascertain that:
  - a) The dissertation/thesis presented (the data, methodology, analysis and findings) is the original work of the candidate.
  - b) The broader subject area in which the study is based is fully grasped
  - c) Any uncertainties or weakness in the dissertation/thesis can be adequately clarified by the candidate
- iv) At the end of viva voce examination, the panel members shall give the verdict and sign a viva voce examination Results that fall under one of the categories as described in form OUT/PG/EX. F8

### Master in Community Economic Development (MCED)

The Master in Community Economic Development (MCED) programme is a programme designed to equip students with advanced knowledge and practical skills to foster sustainable economic growth within communities. It emphasizes participatory development, entrepreneurship, and policy analysis to empower local communities, especially in rural and underserved areas. The program integrates theoretical foundations with real-world applications, aiming to produce graduates capable of designing, implementing, and managing community-based development initiatives that promote social and economic well-being at the grassroots level.

### Entry requirements

This program seeks to recruit qualified graduates. The prospective applicants must possess the following qualifications;

- A bachelor's degree of the Open University of Tanzania or from any recognized higher learning institution, deemed to be equivalent to a degree of OUT with not less than GPA 2.7.
- Candidates with an Advanced Diploma any related studies with a minimum GPA of 3.5
- A Pass bachelor degree with a postgraduate diploma certificate in related field.

### Programme structure

SN	Code	Title	Status	Credits
1	CED 631	Principles and Practice of CED	Core	20
2	CED 632	Economics for CED	Core	20
3	CED 633	Organizational Management for CED Organizations	Core	20
4	CED 634	Advanced Research Methodologies for CED	Core	20
5	CED 635	Micro-Enterprise Development	Core	20
6	CED 636	Project Design and Management	Core	20
7	CED 637	Sustainable Responses to Environmental Problems	Elective	20
8	CED 638	Gender Issues in CED	Elective	20
9	CED 699	CED Project	Core	60

**Note:** Total minimum credits for the Masters of Community Economic Development programme will be 200 credits.

### Assessment Mode

- All courses are examined during the academic year in which they are studied. The assessment consists of three major ways: First, a term paper in the mid of the academic year which accounts for 30%. Second, participation in the discussion forums in MOODLE platform which contributes 20%. Finally, the annual examination which is done at end the end of the course for three hours contributes 50%to the final grade.
- A student shall not pass the course unless he/she attains a minimum of 50% total marks. A student who fails a course in a semester shall be allowed to do supplementary examination.

### Master of Arts in Monitoring and Evaluation (MA M&E)

The Master of Arts in Monitoring and Evaluation programme aims at equipping students with the skills and knowledge needed to systematically assess the design, implementation, and impact of projects, strategic plans and policies. It emphasizes developing expertise in data collection, analysis, and reporting to improve decision-making and ensure accountability in development initiatives. The program prepares graduates for roles in government, CSOs, NGOs, international organizations, and development agencies, enabling them to enhance program effectiveness, support evidence-based reforms, and promote sustainable social progress.

#### Entry requirements

Candidates holding the following qualifications will be eligible for admission into the Master of Arts in Monitoring and Evaluation (MA M&E) Programme:

- A bachelor's degree from the Open University of Tanzania or from any recognized higher learning institution, deemed to be equivalent to a degree of OUT with not less than GPA 2.7.
- Candidates with an Advanced Diploma any related studies with a minimum GPA of 3.5
- A Pass bachelor degree with a postgraduate diploma certificate in related field.

#### Programme structure

S/N	Code	Title	Status	Credit
1	OEC 620	Fundamentals of Project Planning and Management	Core	20
2	OEC 621	Principles and Practices of M&E	Core	20
3	OEC 622	Impact Evaluation Methods	Core	20
4	OEC 623	M&E in Public Policy and Strategic Plan	Core	20
5	OEC 624	Designing for Result-Based M&E system	Core	20
6	OEC 635	Advanced Research Methodology and Management for Social Scientists	Core	20
7	OEC 636	Risk Management in M&E	Elective	20
8	OEC 637	Environmental and Social Impact Assessment (ESIA)	Elective	20
9	OEC 638	Ethics in M&E	Elective	20
	OEC 639	Gender and Development	Elective	20
	OEC 699	Dissertation	Core	60

**Note:** Total minimum credits for the M.A (M&E) programme will be 200 credits.

#### Programme assessment

- Each course carries 100% marks. The final examination counts for 50% of the total marks whereas the coursework carries 50% of the total marks.
- A student shall not pass the course unless he/she attains a minimum of 50% total marks. A student who fails a course in a semester shall be allowed to do supplementary examination.

### Master of Science in Economics (MSc. Economics)

The Master of Science in Economics programme is designed to deepen students' understanding of economic theories, quantitative methods, and policy analysis. It aims to cultivate advanced analytical skills needed to assess economic issues, develop solutions, and contribute to economic development in various sectors. The program prepares graduates for careers in government, research institutions, financial organizations, and international agencies, enabling them to address complex economic challenges, promote sustainable growth, and support evidence-based decision-making in a rapidly changing economic environment.

#### Entry requirements

Candidates holding the following qualifications will be eligible for admission into the Master of Science in Economics Programme:

- First degree holders in economics, finance, statistics, econometrics or equivalent qualification from the Open University of Tanzania or any other recognized universities or academic Institution in the related field to natural resources management with an average of "B" or a minimum GPA of 2.7

- Candidates with an Advanced Diploma in related programmes with a minimum GPA of 3.5
- A Pass bachelor degree with a postgraduate diploma certificate in related field.

### Programme structure

S/N	Code	Title	Status	Credit
1	OEC 611	Advanced Microeconomics	Core	20
2	OEC 612	Advanced Macroeconomics	Core	20
3	OEC 613	Advanced Mathematics for Economics	Core	20
4	OEC 610	Research Methods and Econometrics Analysis	Core	20
5	OEC 614	Behavioural and Experimental Economics	Core	20
6	OEC 615	Macroeconomic Policy for Developing Countries	Core	20
7	OEC 699	Final Dissertation Report	Core	60
8	OEC 616	Regulatory Economics	Elective	20
9	OEC 618	Economics of Money, Banking and Financial Markets	Elective	20
10	OEC 619	Natural Resources and Environmental Economics	Elective	20

**Note:** Choose one elective course. Total minimum credits for the M.Sc. Economics programme will be 200 credits.

### Programme assessment

- Each course carries 100% marks. The final examination counts for 50% of the total marks whereas the coursework carries 50% of the total marks.
- A student shall not pass the course unless he/she attains a minimum of 50% total marks. A student who fails a course in a semester shall be allowed to do supplementary examination.

The minimum pass mark for any course shall be the grade “B” or 50%. Candidate, who successfully completes the required modules, shall qualify upon approval by Senate, for the award of Masters of Science in Economics.

### Master of Natural Resource Assessment and Management (MNRAM)

The Master of Natural Resource Assessment and Management programme focused on preparing students with the knowledge and skills necessary to sustainably manage and conserve natural resources. The program covers areas such as environmental policy, resource assessment, sustainable development, and environmental governance, aiming to prepare graduates to address complex ecological challenges. It seeks to produce professionals capable of implementing effective resource management strategies, promoting environmental sustainability, and contributing to the socio-economic development of communities and nations through responsible stewardship of natural resources. Students need to complete a minimum of 180 credits to graduates including all core courses and dissertation.

### Entry requirements

Candidates holding the following qualifications will be eligible for admission into the Master of Arts in Natural Resource Assessment and Management Programme:

- A bachelor degree from the Open University of Tanzania or any other recognized universities or academic Institution in the field related to natural resources management with a minimum GPA of 2.7
- Candidates with an Advanced Diploma in related programmes with a minimum GPA of 3.5
- Candidates with a Pass in a Bachelor’s Degree will be considered for admission if they have a postgraduate diploma certificate.

## Programme Structure

S/N	Code	Title	Status	Credit
1	ORM 621	Contemporary Issues in Natural Resources Assessment and Management	Core	20
2	ORM 622	Environmental and Natural Resources Economics	Core	20
3	ORM 627	Governance, Policy and Legal Issues in Natural Resources Management	Core	10
4	ORM 623	Applied Environmental and Social Impact Assessment and Auditing	Core	20
5	ORM 625	Applied GIS and Remote Sensing for Natural Resources Assessment	Core	20
6	ORM 626	Advanced Research Methods for Geographical Studies	Core	10
7	OGE 624	Climate Change and Environmental Resources Management	Core	10
8	ORM 624	Sustainable Management of Natural Resources	Elective	10
9	OGE 627	Conflict Management and Environmental Resources	Elective	10
10	ORM 628	Biodiversity Conservation and Ecosystem Management	Elective	10
11	ORM 629	Project Planning and Management in Environmental Resources	Elective	10
12	ORM 698	Dissertation	Core	60

### Programme assessment

Two modes of assessments which are Online (Forum Discussions, Assignments and Term Papers), and written annual exams (AE). The coursework assessments comprise the Forum Discussions (20%) and Term Paper (30%). Annual Examination (AE) carries 50%. A pass mark (Coursework and Annual Exam) is 50% = B.

### Master of Tourism Planning Management (MTPM)

The Master of Arts in Tourism Planning and Management programme is designed to develop expertise in the strategic planning, development, and management of tourism activities. It aims to equip students with knowledge in tourism economics, sustainable tourism practices, destination management, and policy formulation, enabling them to contribute to the growth and development of the tourism sector. The program prepares graduates to address challenges in tourism development, promote responsible tourism, and enhance economic benefits while preserving cultural and environmental heritage, supporting sustainable tourism growth at local, national, and international levels. Students need to complete a minimum of 180 credits to graduates including all core courses and dissertation.

### Entry requirements

Candidates holding the following qualifications will be eligible for admission into the Master of Arts in Tourism Planning Management Programme:

- Bachelor degree in tourism, hospitality, travel and tourism, Geography, Environmental Studies, Wildlife Management, Energy Resources, Geology, Mining Engineering, Water Resources Engineering, Forestry, Environmental Management, Rural and Urban Planning, Natural Resource Management, or any other related field from the Open University of Tanzania or any other recognized universities or academic Institution in the related field to natural resources management with an average of "B" or a minimum GPA of 2.7
- Candidates with an Advanced Diploma in related programmes with a minimum GPA of 3.5
- Candidates with a Pass in a Bachelor's Degree will be considered for admission if they have a postgraduate diploma certificate in related field.

### Programme Structure

S/N	Code	Title	Status	Credit
1	OTM 621	Tourism theories, practices and Models	Core	10
2	OTM 622	Tourism policy and strategic planning	Core	20
3	OTM 623	Hospitality operations and hotel Classifications	Core	10
4	OTM 624	Entrepreneurship and business development	Core	10
5	OTM 625	Tourism marketing and strategic planning	Core	20

S/N	Code	Title	Status	Credit
6	OTM 626	Sustainable tourism Management and SDGs	Core	10
7	OTM 627	Climate Change and Gender in tourism development	Core	10
8	OTM 628	Advanced social science research methods	Core	10
9	OTM 629	ICT applications in Tourism	Core	10
10	OTM 630	MICE tourism	Elective	10
11	OTM 631	Fundamentals of project planning and Management	Elective	10
12	OTM 632	Cultural and Heritage Tourism Management	Elective	10
13	OTM 698	Dissertation	Core	60

**Note:** Total minimum credits for the programme will be 180 Credits

### Programme Assessment

All courses shall be examined during the academic year in which they are studied. The assessment shall consist of Continue Assessment (CA) via MOODLE virtual class in terms of a Term Paper (assignment) 10%, Test (20%) and a written Annual Examination (AE) 70%. A pass mark for both the coursework's and annual examination combined shall be 50%

### Master of Arts in Geography (by Thesis)

The Master of Arts in Geography by Thesis is a program designed to deepen students' understanding of geographical concepts, spatial analysis, and environmental issues through rigorous research. It emphasizes independent study, critical thinking, and original research, allowing students to contribute valuable insights to the fields of human and physical geography. The program prepares graduates to pursue careers in environmental management, urban planning, research, and consultancy, equipped with advanced analytical skills and a comprehensive understanding of geographical phenomena at both local and global levels.

### Entry requirements

For admission to the Masters of Arts in Geography, a candidate shall either hold the following qualifications;

- A Bachelor in education degree or in geography-related programmes with a GPA of 2.7 and above from the Open University of Tanzania or any other recognized University or academic Institution
- In addition, a candidate must have research experience for at least 5 years or published in reputable journals as a first author.
- A Pass bachelor degree with a postgraduate diploma certificate in related field.

### Programme structure

- This is an independent research course where a student proposes the topic of interest and searches for potential supervisors within the department before application.
- Submission of a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- Proposal writing and approval
- Data collection
- Report writing and publication of two papers
- Two seminar presentations and incorporation of comments given
- Pre viva
- Viva and approval by Senate for graduation

### Assessment Mode

- The mode of evaluation for the thesis comprises 100% and shall be evaluated internally and by external examiners.

### Master of Humanitarian Action Cooperation and Development (MHACD)

The Master of Humanitarian Action, Cooperation, and Development (MHACD) is a postgraduate program designed to equip students with essential knowledge and practical skills to address complex issues in humanitarian response, development, and cooperative efforts. It focuses on understanding the social, political, and economic factors influencing vulnerable populations and emphasizes strategies for effective humanitarian action, disaster management, and sustainable development. The programme prepares graduates to work in humanitarian organizations, development agencies, and policy institutions, playing a vital role in promoting resilience, social justice, and sustainable peace in diverse communities.

#### Entry requirements

For admission to the Masters of Humanitarian Action Cooperation and Development (M HACD), a candidate shall either hold the following qualifications;

- A bachelor degree from the Open University of Tanzania or any other recognized universities or academic Institution with a minimum GPA of 2.7
- Candidates with an Advanced Diploma any related studies with a minimum GPA of 3.5
- A Pass bachelor degree with a postgraduate diploma certificate in related field.

#### Programme structure

SN	Code	Course title	Status	Credit
1.	OIR 611	International Cooperation and development Policies	Elective	20
2.	OIR 612	International Politics and Security	Core	20
3.	OPS 612	Leadership, Governance and Development	Core	20
4.	OPS 613	Advanced Social Science Research Methods	Core	20
5.	OHA 611	Crisis, Reconstruction and Development	Core	20
6.	OHA 612	Strategic Management of NGOs and Humanitarian Missions	Core	20
7.	OIR 615	Public International Law	Elective	20
8.	OHA 613	Public Health and Humanitarian Action	Elective	20
9..	OPS 699	Dissertation	Core	60

**Note:** The total minimum credit for the MA HACD programme will be 180 credits

#### Programme assessment

1. Students are assessed through a term paper carrying 30% of total marks, one group presentation paper carrying 20% and annual examination that carries 50% of the total marks. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter,
2. A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course.
3. Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of "B" or above (i.e., GPA of at least 3.0) in all chosen /pursued core courses listed.
4. Dissertation-The dissertation is an independent study done by the student under supervision. Each candidate shall be allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate shall undertake applied research in any area related to MHACD under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfillment of the award of MHACD. In evaluating the dissertation, the approved regulations of the Open University of Tanzania regarding dissertation shall apply. The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

### Master of International Development and Cooperation (MICD)

The Master of International Development and Cooperation is a postgraduate program that aims to provide students with comprehensive knowledge of global development theories, policies, and practices. It focuses on exploring the socio-economic and political factors influencing development processes, emphasizing effective international cooperation, sustainable development, and policy analysis. The program prepares graduates to work in development agencies, NGOs, government institutions, and

international organizations, empowering them to design, implement, and evaluate initiatives that promote equitable growth, social justice, and regional stability across diverse contexts.

### Entry requirements

For admission to the Masters of International Development and Cooperation (MICD), a candidate shall either hold the following qualification;

- A bachelor degree of The Open University of Tanzania or a qualification from The Open University of Tanzania or a qualification from an approved institution of higher learning, deemed to be equivalent to a degree of the Open University of Tanzania of not less than GPA 2.7.
- An Advanced Diploma any related studies with a minimum GPA of 3.5
- A Pass bachelor degree with a postgraduate diploma certificate in related field.

### Programme Structure

SN	Code	Course Title	Status	Credit
1	OIR 611	International Cooperation and Development Policies	Core	20
2	OIR 612	International Politics and Security	Elective	20
3	OPS 611	Advanced Political Theory	Elective	20
4	OPS 613	Advanced Social Science Research Methods	Core	20
5	OHA 612	Strategic Management of NGOs and Humanitarian Missions	Elective	20
6	OIR 613	International Political Economy	Elective	20
7	OIR 615	Public International law	core	20
8	OIR 614	African International Relations and Diplomacy	Elective	20
9	OPS 699	Dissertation	Core	60

**Note:** The total minimum credit for the MICD programme will be 180 credits

### Programme Assessment

1. Students are assessed through a term paper carrying 30% of total marks, one group presentation paper carrying 20% and annual examination that carries 50% of the total marks. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter,
2. A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course.
3. Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of "B" or above (i.e., GPA of at least 3.0) in all chosen /pursued core courses listed.
4. Dissertation-The dissertation is an independent study done by the student under supervision. Each candidate shall be allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate shall undertake applied research in any area related to MICD under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000-20,000 words as partial fulfillment of the award of MICD. In evaluating the dissertation, the approved regulations of the Open University of Tanzania regarding dissertation shall apply. The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

### Master of Arts in Governance and Leadership (MA GL)

The Master of Arts in Governance and Leadership is a postgraduate program designed to equip students with advanced knowledge and skills in public administration, good governance, and leadership practices. It emphasizes the development of ethical leadership, policy analysis, and strategic management to enable graduates to effectively contribute to improving governance, accountability, and institutional capacity in both public and private sectors. The program aims to produce competent professionals who can drive positive change, enhance service delivery, and promote sustainable development through effective leadership and governance practices

### Entry requirements

For admission to the Masters of Arts in Governance and Leadership, a candidate shall either hold the following qualifications;

- A bachelor's degree of The Open University of Tanzania or any other recognized higher learning institution with a minimum of 2.7 GPA.
- Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree.
- A Pass bachelor degree with a postgraduate diploma certificate in related field.

### Program structure

SN	Code	Course title	Status	Credit
1	OPS 611	Advanced Political theory	Elective	20
2	OPS 612	Leadership, Governance and Development	Core	20
3	OPS 613	Advanced social Science Research Methodology	Core	20
4	OPS 614	Ethics and Public Accountability	Core	20
5	OPS 615	Political Parties, democracy and Elections	Elective	20
6	OPS 616	Organization Behaviour	Core	20
5	OPS 617	Advance Public Policy Analysis	Elective	20
6	OPS 618	Strategic and Human Resources Management	Elective	20
7.	OPS 619	Advance Public Administrative Law	Elective	20
8.	OPS 620	Advanced Study to Conflict and Crisis Management	Elective	20
9.	OPS 699	Dissertation	Core	60

**Note:** Total minimum credits for the MAGL programme will be 180.

### Assessment

1. Students are assessed through a term paper carrying 30% of total marks, one group presentation paper carrying 20% and annual examination that carries 50% of the total marks. Assessment explores candidate's ability to analyze issues and make arguments on the subject matter,
2. A candidate shall not have passed unless he/she attains a minimum of 50% (B) in his/her course.
3. Before the candidate is allowed to proceed with the thesis research phase of the Masters programme, the candidate must successfully complete the coursework part with a mean overall grade of "B" or above (i.e. GPA of at least 3.0) in all chosen /pursued core courses listed.
4. Dissertation-The dissertation is an independent study done by the student under supervision. Each candidate shall be allocated a supervisor with whom he/she shall have regular contacts during the period of research. A candidate shall undertake applied research in any area related to Governance and Leadership under the themes to be proposed by the Department, and submit a dissertation of approximately 15,000- 20,000 words as partial fulfillment of the award of Master of Arts degree in Governance and Leadership. In evaluating the dissertation, the approved regulations of the Open University of Tanzania regarding dissertation shall apply. The mode of evaluation for the dissertation comprises 100% and shall be evaluated independently.

### Master in Library and Information Management (MLIM)

The Master in Library and Information Management (MLIM) programme at the Open University of Tanzania is a graduate programme designed to equip students with advanced skills in managing information resources and library services in diverse settings. It focuses on developing competencies in information organization, digital libraries, information technology, and leadership, preparing graduates to effectively manage library operations and information systems in both traditional and digital environments. The programme aims to produce well-rounded professionals capable of supporting knowledge dissemination, data management, and information access, thereby contributing to educational, research, and community development initiatives.

### Entry requirements

The minimum requirements for joining this programme:

- A bachelor degree in Library studies from the Open University of Tanzania or any recognized higher learning universities or institutions with minimum of 2.7 GPA.
- A degree in any field from recognized higher learning institution with a minimum of 2.7 GPA

- A Pass bachelor degree with a postgraduate diploma certificate in related field.

### Programme Structure

SN	Code	Title	Status	Credits
1	OLM 610	Fundamentals of Library and Information Science	Core	20
2	OLM 611	Organization of Knowledge	Core	20
3	OLM 612	Information and Communication Applications	Core	20
4	OLM 613	Records Management and Archival Administration	Core	20
5	OLM 614	Management of Library and Information Centers	Core	20
6	OLM 615	Research Methodology in Library and Information Science	Core	20
7	OLM 616	Information Systems 'Analysis, Design and Evaluation	Elective	10
8	OLM 617	Information and Knowledge Management	Elective	10
9	OLM 699	Dissertation	Core	60

**Note:** The total minimum credits for the programme will be 180 credits

### Assessment

- All courses are examined during the academic year in which they are studied.
- The assessment consists of six discussion assignments and one term paper for each course which forms the coursework and a three-hour annual examination at the end of the academic year.
- The coursework contributes 50% while the annual examination contributes 50% to the final grade.

### Master of Arts in Mass Communication (MA Mass Com)

The Master of Arts in Mass Communication (MA MC) programme generally aims at preparing learners with advanced knowledge and skills in media theory, journalism, broadcasting, public relations, and communication strategies. It focuses on understanding the role of mass media in society, ethics, media management, and the impact of digital technologies. The program prepares graduates for professional careers in media organizations, communication agencies, and public institutions, enabling them to effectively analyze, produce, and manage diverse communication content in a rapidly evolving media landscape.

### Entry requirements

Candidates holding the following qualifications will be eligible for admission into the Master of Arts in Mass Communication (MA MC) Programme:

- A bachelor degree from the Open University of Tanzania or any recognized higher learning universities or institutions with minimum of 2.7 GPA.
- An Advanced Diploma in Journalism and Mass Communication with a minimum GPA of 3.5
- A Pass bachelor degree with a postgraduate diploma certificate in related field.

### Programme Structure

S/N	Code	Title	Status	Credit
1	OMC 610	Mass Communication Theories and Models	Core	20
2	OMC 611	Media Law and Ethics	Core	20
3	OMC 612	Mass Communication in Digital Age	Core	20
4	OMC 614	Mass Communication Research Methodology	Core	20
5	OMC 615	Dissertation	Core	60
6	OMC 616	Communication Planning and Evaluation	Core	20
7	OMC 617	Corporate Communication	Core	20

**Note:** Total maximum credits for the MAMC programme will be 180 credits.

### **Programme assessment**

- All courses are examined during the academic year in which they are studied. The assessment consists of six discussion assignments and one term paper for each course which forms the coursework and a three-hour annual examination at the end of the academic year.
- The coursework contributes 30% while the annual examination contributes 70% to the final grade.
- All examinations are usually moderated by external examiners. Also, dissertations are submitted for evaluation to external examiners.

### **Master of Arts in Linguistics (by Thesis) AND Master of Arts in Literature (by Thesis)**

The Master of Arts in Linguistics (by Thesis) and Master of Arts in Literature (by Thesis) programmes focus on the in-depth study of language structure, usage, and theoretical approaches in both linguistics and literary studies. They emphasize independent research and critical analysis in various areas of linguistics, including phonetics, syntax, semantics, sociolinguistics, and language documentation, as well as various fields of literature. Designed to develop advanced research skills, the programmes prepare graduates for careers in academia, language revitalization, translation, and language policy, contributing to the understanding and preservation of linguistic diversity and promoting effective communication across different languages and communities, and foster critical engagement with literary texts, cultural expression, and the interpretation of human experiences through literature.

### **Entry requirements**

- A Bachelor's degree in language-related programmes from the Open university of Tanzania or any other recognized University with a minimum of 2.7 GPA..
- An Advanced Diploma in linguistics/literature studies or related field with a minimum GPA of 3.5
- A Pass bachelor degree with a postgraduate diploma certificate in related field.
- Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree

### **Programmes structure**

- i) They are independent research courses where a student proposes the topic of interest and searches for potential supervisors within the department before application.
- ii) Submission of a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- iii) Proposal writing and approval
- iv) Data collection
- v) Report writing and publication of two papers
- vi) Two seminar presentations and incorporation of comments given
- vii) Pre viva
- viii) Viva and approval by Senate for graduation

### **Master of Arts in Kiswahili**

The Master of Arts in Kiswahili is a postgraduate programme designed to deepen students' proficiency and understanding of the Kiswahili language, literature, and culture. It aims to develop advanced linguistic skills, critical analysis, and research capabilities in areas such as Kiswahili linguistics, literature, and cultural studies. The programme prepares graduates for careers in education, research, language policy, and cultural promotion, empowering them to contribute to the preservation, development, and propagation of Kiswahili language and heritage both locally and internationally.

The Master of Arts in Kiswahili programme shall extend for a minimum period of two years consisting of one year of course work and one year of supervised dissertation. This duration is for all regardless of the mode they are taking. The programme is composed of two streams of which Literature stream has four while Linguistics stream has five core courses which every student from each stream must take and three elective courses out of which students may select one from any stream.

### Entry requirements

For admission to the Master of Arts in Kiswahili, a candidate shall either hold the following qualifications:

- BA degree in Kiswahili of OUT or its equivalent from other recognized universities with a minimum of 2.7 GPA
- A Bachelor Degree in language-related programmes or Bachelor of Arts with Education or Bachelor of Literature with a minimum of 2.7 GPA from the Open University of Tanzania or any other recognized higher learning institutions.,
- A relevant bachelor's degree or equivalent postgraduate diploma in language with an overall grade of B or above from any recognized higher learning institution,
- Bachelor degree in Chinese, Arabic and other languages linguistics with minimum of 2.7 GPA.
- Bachelor degree in Mass Communications or Journalism from any recognized higher learning institution with minimum of 2.7 GPA.
- A Pass bachelor degree with a postgraduate diploma certificate in related field.

### Programme Structure

#### Fasihi stream courses

SN	Code	Course Title	Status	Credit
1.	OSW 621	Classical & Modern Poetry	Core	20
2.	OSW 622	Kiswahili Drama	Core	20
3.	OSW 623	Kiswahili Novel	Core	10
4.	OSW 624	Theories of Literary Criticism	Core	20
5.	OSW 625	Selected Authors	Core	10
6.	OSW 626	Oral Literature	Elective	10
7.	OSW 627	Movies Criticism	Elective	10
8.	OSW 636	Research Methodology for Language Studies	Core	20
9.	OSW 699	Dissertation	Core	60

**NOTE: Fasihi student** is required to take **One Elective Fasihi Course**. In addition, students in the Fasihi **stream** are required to take **One Isimu Course**.

#### Isimu stream courses

SN	Code	Course Title	Status	Credit
1.	OSW 628	Kiswahili Phonology	Core	20
2.	OSW 629	Kiswahili Morphology	Core	20
3.	OSW 630	Kiswahili Syntax	Core	20
4.	OSW 631	Kiswahili Semantics	Core	10
5.	OSW 632	The History of Kiswahili and its Dialects	Elective	10
7.	OSW 633	Sociolinguistics	Elective	10
8.	OSW 634	Translation Theory and Practice	Core	10
9.	OSW 635	Kiswahili Lexicography	Elective	10
10.	OSW 636	Research Methodology for Language Studies	Core	20
11.	OSW 699	Dissertation	Core	60

**Note:** Isimu student is required to take One Elective Isimu Course. In addition, students in the Isimu stream are required to take One Fasihi Course.

- Total minimum credits for the MAKISW programme will be 180 credits.

### Programme Assessment

Evaluation of the programmes will be through coursework and examinations. Except for the dissertation, each course will be evaluated as follows:

The online discussions/Assignment/quizzes weigh	20%
Term paper	30%
Examination	70%
<b>Total</b>	<b>100%</b>

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

### **Master of Arts in Linguistics (by Thesis) AND Master of Arts in Literature (by Thesis)**

The Master of Arts in Linguistics (by Thesis) and Master of Arts in Literature (by Thesis) programmes focus on the in-depth study of language structure, usage, and theoretical approaches in both linguistics and literary studies. They emphasize independent research and critical analysis in various areas of linguistics, including phonetics, syntax, semantics, sociolinguistics, and language documentation, as well as various fields of literature. Designed to develop advanced research skills, the programmes prepare graduates for careers in academia, language revitalization, translation, and language policy, contributing to the understanding and preservation of linguistic diversity and promoting effective communication across different languages and communities, and foster critical engagement with literary texts, cultural expression, and the interpretation of human experiences through literature.

#### **Entry requirements**

- A Bachelor's degree in language-related programmes from The Open University of Tanzania or any other recognized higher learning institution with a minimum of 2.7 GPA,
- An Advanced Diploma in linguistics/literature studies or related field with a minimum GPA of 3.5
- A Pass in a Bachelor's degree with post graduate diploma certificate in related field.
- Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree

#### **Programmes structure**

- i) This is independent research courses where a student proposes the topic of interest and searches for potential supervisors within the department before application.
- ii) Submission of a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- iii) Proposal writing and approval
- iv) Data collection
- v) Report writing and publication of two papers
- vi) Two seminar presentations and incorporation of comments given
- vii) Pre viva
- viii) Viva and approval by Senate for graduation

### **Master of Social Work (MSW)**

The Master of Social Work programme aimed at developing competent social work professionals equipped to address social issues, promote social justice, and improve the well-being of communities. It provides students with advanced knowledge of social policies, community development, counseling, and human rights, fostering skills in advocacy, intervention, and sustainable social change. The program prepares graduates for leadership roles in social service organizations, government agencies, NGOs, and community development initiatives, enabling them to effectively support vulnerable populations and contribute to social transformation.

#### **Entry requirements**

Candidates holding the following qualifications will be eligible for admission into the Master of Social Work Programme

- A bachelor degree in social work (BSW) or sociology from the Open University of Tanzania or any other recognized higher learning institutions with a minimum of 2.7 GPA an average of "B"
- An Advanced Diploma in Social Work from a recognized higher learning institutions with a B+ grade or minimum of GPA of 3.5
- A Pass in a Bachelor Degree with a postgraduate diploma certificate in social work programme.
- Those whose first degree is not social work will need to take the prescribed generalist BSW courses to be considered for admission into the advanced year in MSW programme.

## Programme Structure

S/N	Code	Title	Status	Credit
1	OSP 621	Advanced Clinical Social Work	Core	20
2	OSP 622	Advanced Administrative and Community Social Work	Core	20
3	OSP 623	Advanced Social Welfare Policy	Core	20
4	OSP 624	Advanced Social Work Research Methods	Core	20
5	OSP 625	Social Work Practice with Family and Children	Elective	20
6	OSP 626	Social Work Practice in Health Care Setting	Elective	20
7	OSP 627	Social Work Practice in Development & Emergency Response	Elective	20
8	OSP 628	Leadership in Social Work Education	Elective	20
9	OSP 629	Postgraduate Field Practicum	Core	20
10	OSP 630	Dissertation	Core	60

**Note:** Total minimum credits for the MSW programme will be 180.

## Course Assessment

- Assessment will be 50% for the course work (20% assignments and online participation, 30% term paper) and 50% semester exam.
- At the end of the programme, a three-hour examination is administered to students as a final assessment; this carries 50% of the total marks.
- Dissertation research activities will involve preparing a research proposal, presenting it, collecting both primary field data and secondary data, processing and analyzing data and writing report for submission with intent on dissemination for advancing evidence-based social work practice. The dissertation research and fieldwork practicum will be evaluated over 100% each.

## Masters of Arts in Sociology by Thesis (MA Sociology)

The MA. Sociology is a one-of-a-kind research-based project that requires a candidate to engage with previous theories and research in order to articulate research questions, collect and analyse data, interpret research findings, and eventually produce new knowledge in an academic setting. This master's allows candidates to demonstrate their ability to conduct independent original research. It is designed to allow students to hone their research and writing skills, demonstrate their creativity and apply innovations in solving real-life societal problems under the supervision of the professors

## Entry requirements

- A Bachelor's in sociology-related programmes from the Open University of Tanzania or any other recognized higher learning institutions with a minimum of 2.7 GPA.
- An Advanced Diploma in a related sociology study with a minimum GPA of 3.5
- A Pass in a Bachelor Degree with a postgraduate diploma certificate in sociology.
- Candidates who hold unclassified degrees should have a credit or, a distinction in the subject of the intended Master's Degree

## Programme structure

- i) This is independent research courses where a student proposes the topic of interest and searches for potential supervisors within the department before application.
- ii) Submission of a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- iii) Proposal writing and approval
- iv) Data collection
- v) Report writing and publication of two papers
- vi) Two seminar presentations and incorporation of comments given
- vii) Pre viva
- viii) Viva and approval by Senate for graduation

### Master of Gender Studies (MGS)

The Master of Arts in Gender Studies is a postgraduate program that explores gender issues, inequalities, and the social, cultural, economic, and political dimensions of gender relations. It aims to develop critical understanding and analytical skills to address gender-based challenges and promote gender equality across various sectors. The program prepares students to engage in research, policy analysis, advocacy, and development initiatives that foster social justice, empowerment, and inclusive development at local, national, and global levels.

#### Entry requirements

For admission to the Masters of Arts in Gender Studies, a candidate shall either hold the following qualifications;

- A bachelor's degree of The Open University of Tanzania or any recognized higher learning institutions with not less than GPA 2.7.
- An Advanced Diploma any related studies with a minimum GPA of 3.5
- A Pass in the bachelor degree with a postgraduate diploma in gender related studies

#### Programme structure

SN	Code	Course title	Status	Credit
1	OGS 611	Gender and Feminist Theories	Core	20
2	OGS 612	Gender Principles and Mainstreaming	Core	20
3	OGS 613	Gender and Economics	Core	20
4	OGS 614	Gender, Population and Development	Core	20
5	OGS 615	Gender Research Methodology	Core	60
6	OGS 616	Dissertation	Core	10
7	OGS 617	Gender Project/Advocacy	Core	10
8	OGS 618	Gender and Health Issues	Elective	10
9	OGS 619	Gender, Food and Environment	Elective	10

**Note:** Total minimum credits for the MAGS programme will be 180 credits.

#### Programme Assessment

All courses shall be examined during the semester session in which they are studied.

- i) Assessment is by examination and coursework.
- ii) Each module carries 100% marks. The final examination counts for 50% of the total marks. Course work carries 50% of the total marks.
- iii) courses will be evaluated as follows:

Term paper	20%
Forum Discussion and Forum Discussion and Assignment	30%
Annual Examination	50%
- iv) A candidate shall not pass the course unless /she attains a minimum of 50% (B) in each module.

### Postgraduate Diploma in Social Work (PGDSW)

The Postgraduate Diploma in Social Work (PGDSW) is a specialized program designed to equip students with foundational knowledge and practical skills in social service delivery, community development, and social justice. It aims to prepare graduates to effectively assess social needs, provide counseling, and implement social programs that support vulnerable populations. This diploma serves as a stepping stone for those seeking to work in social work roles within government agencies, NGOs, and community organizations, enabling them to contribute meaningfully to social development and promote positive change at the grassroots level or aspire for the advanced level such as Master of Social Work.

#### Entry requirements

- First degree holders from the Open University of Tanzania or any other recognized universities or academic Institution with an average of "B" or Pass.

**Programme structure**

<b>SN</b>	<b>Code</b>	<b>Course Title</b>	<b>Status</b>	<b>Credits</b>
1	OSP 501	Social Work Professional Ethics	Core	20
3	OSP 503	Human Behaviour and the Social Environment	Core	20
4	OSP 504	Social Work Practice with Individuals	Core	20
5	OSP 506	Social Work Practice with Organizations	Core	20
6	OSP 508	Introduction to Filed Practice	Core	20
7	OSP 509	Social Welfare Policy Analysis and Evaluation	Core	20
8	OSP 510	Filed Practice (Block)	Core	20

**Notes:** Total minimum Credits for the PGDSW programme will be 140



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

The Faculty of Business Management (FBM) at the Open University of Tanzania delivers high-quality business education that is accessible, flexible, and responsive to society's changing needs. As part of a leading institution in distance learning, FBM has been at the forefront of providing online and blended business programmes that equip students with practical knowledge and strategic skills. Our mission is to develop innovative, ethical, and entrepreneurial leaders through transformative teaching and research, while fostering regional and global partnerships that advance sustainable development and economic growth. FBM is organised into two academic units: The Department of Marketing, Entrepreneurship and Management, and the Department of Accounting and Finance.

## PROGRAMMES ON OFFER

In the academic year 2025/26, FBM is offering six postgraduate programmes

SN	Programme	Minimum Credits	Tuition Fee (TSh)
1.	Doctor of philosophy by thesis	NA	9,060,000
2.	Master of Business Administration (MBA)	24	5,450,000
3.	Masters of Business Administration by Thesis	NA	4,370,000
4.	Master of Human Resource Management (MHRM)	18	4,250,000
5.	Master of Project Management (MPM)	22	5,050,000
6.	Postgraduate Diploma in Business Studies (PGDBS)	16	3,370,000

### Doctor of philosophy (PhD)

The PhD Programme by Thesis at the Faculty of Business Management is a rigorous academic pathway designed to advance original research in various fields of business, management, and economics. It aims to develop highly competent scholars who can contribute to theoretical knowledge and practical solutions relevant to Tanzania and beyond. The programme emphasizes independent, innovative research under expert supervision, culminating in a comprehensive thesis that demonstrates mastery of the chosen area of specialization. It is tailored for experienced professionals and academics seeking to enhance their expertise and impact in the dynamic world of business and management.

### Entry Requirements

- A Master's Degree from the Open University of Tanzania or any other recognized higher learning institutions with minimum of 3.0 GPA.

### Programme structure

- PhD by thesis is an independent research programme where a student proposes the topic of interest and searches for potential supervisors within the department before application.
- Submission of a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- Proposal writing and approval
- Data collection
- Report writing and publication of three papers
- Two seminar presentations and incorporation of comments given
- Pre viva
- Viva and approval by Senate for graduation

### Assessment mode

#### • Assessment Structure

The examination process has two components:

Proposal presentation and defence

- Thesis Examination — evaluation by internal and external examiners.
- Viva Voce — an oral defence of the thesis.

#### • Appointment of Examiners

- A minimum of three PhD-qualified specialists approved by Senate will examine the thesis.
- At least two examiners must be external to the Open University of Tanzania and affiliated with other recognised higher-education institutions.

#### • Eligibility for Viva Voce

For a candidate whose thesis passed as per stated regulation will be eligible and sit for viva voce examination that can be conducted face-to-face or online or both to ascertain that:

- The dissertation/thesis presented (the data, methodology, analysis and findings) is the original work of the candidate.

- b) The broader subject area in which the study is based is fully grasped
- c) Any uncertainties or weakness in the dissertation/thesis can be adequately clarified by the candidate

For a candidate whose thesis passed as per stated regulation will be eligible A candidate whose thesis satisfies the written-examination requirements proceeds to a viva voce, held in person, online, or in hybrid mode. The oral defence is designed to confirm that the candidate:

- a) Produced original work, including data, methodology, analysis, and findings.
- b) Demonstrates comprehensive mastery of the wider subject area.
- c) Can clarify any issues or weaknesses identified in the written thesis.

- **Outcome of the Viva Voce**

At the conclusion of the viva voce examination, the panel members will record their verdict on Form OUT/PG/EX. F8, selecting the outcome category that best reflects the candidate's performance, and all panel members will sign the result.

### **Master of Business Administration (MBA)**

The Master of Business Administration (MBA) degree programme is designed to cater to the contemporary business world and student needs. It is a highly professional two-year management development programme, which is largely delivered on a blended-learning mode. It offers a special learning opportunity and a unique self-development programme to the graduates who want to follow a management career in the business and public sectors, or acquire higher qualifications such as a PhD or Diploma in Business Administration.

#### **Entry requirements**

- A bachelor's degree from the Open University of Tanzania or any recognized higher learning institutions with not less than 2.7 GPA
- An equivalent honours degree from other universities or recognized /accredited higher learning institutions.
- Unclassified degrees (e.g., M.D.) with at least a B grade average
- A pass degree with not less than 2.5 with postgraduate diploma certificate in business related studies.
- An advance diploma in a business relevant field with a minimum GPA of 3.5

#### **Programme Structure**

The MBA has six specializations which are;

1. General Management
2. Accounting and Auditing
3. Finance Management
4. Marketing Management
5. Human resource management and
6. Transport and logistics Management.

MBA by coursework and dissertation is offered in three different delivery modes, namely; blended (distance online and face to face), face to face options such as evening and executive modes.

- i) The MBA (Evening) program may appeal mainly to residents in Dar es Salaam.
- ii) MBA Executive mode is offered in six regional centres in the country, namely; Dodoma, Dar es Salaam, Arusha, Mbeya, Mwanza and Zanzibar.
- iii) Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MBA distance programme.

<b>Level 1 (For All MBA Students)</b>				
SN	Code	Title	Status	Credit
1	OLG 651	Strategic Human Resource Management	Core	20
2	OME 651	Strategic Marketing Management	Core	20
3	OAF 651	Strategic Financial Management	Core	20
<b>Level 2 (For All MBA Students)</b>				
SN	Code	Title	Status	Credit
1	OLG 675	Organizational Behavior and Leadership	Core	20
2	OAF 654	Costing and Managerial Accounting	Core	20
3	OLG 672	Research Methodology	Core	20
<b>Level 3: (For All MBA students)</b>				
1	OBM 699	Dissertation	Core	60

### Level 3- Options/Cluster

#### 1: General Management Cluster

<b>Select at least three courses</b>				
SN	Code	Title	Status	Credit
1	OAF 667	Managerial Economics	Elective	20
2	OLG 671	Strategic Management	Elective	20
3	OLG 673	Production Management	Elective	20
4	OLG 674	Operations Management	Elective	20
5	OLG 652	Management Information Systems	Elective	20
6	OLG 655	Quantitative Techniques	Elective	20
7	OLG 670	Business Law and Ethics	Elective	20
8	OME 669	Entrepreneurship, Innovation and Development	Elective	20
9	OAF 668	Financial Accounting and Reporting	Elective	20
<b>Total out of any three electives</b>				<b>60</b>

#### 2: Financial Management Cluster

<b>Select Any three electives in a single cluster</b>				
SN	Code	Title	Status	Credit
1	OAF 663	Advanced Corporate Finance	CORE	20
2	OAF 662	International Business Finance	CORE	20
3	OAF 661	Financial Markets and Institutions	Elective	20
4	OAF 669	Microfinance Management	Elective	20
5	OAF 668	Financial Accounting and Reporting	Elective	20
<b>Total out of any three electives</b>				<b>60</b>

#### 3: Marketing Management Concentration

<b>Select Any three electives in a single cluster</b>				
SN	Code	Title	Status	Credit
1	OME 661	Sales Management	Elective	20
2	OME 662	International Marketing	Elective	20
3	OME 663	Services Marketing	Elective	20
4	OME 670	Advanced Marketing Management	Elective	20
5	OME 669	Entrepreneurship, Innovation and Development	Elective	20
<b>Total out of any three electives</b>				<b>60</b>

#### 4: Human Resource Management Cluster

<b>Select any three electives in a single cluster</b>				
SN	Code	Title	Status	Credit
1	OLG 661	Human Resource Planning and Development	Elective	20
2	OLG 669	International Human Resources Management	Elective	20
3	OLG 675	Advanced Human Resource Management	Elective	20
4	OLG 666	Employment Law and Employees Relations	Elective	20
5	OLG 665	Public Administration	Elective	20
<b>Total out of any three electives</b>				<b>60</b>

## 5: Transport and Logistics Management Cluster

Select any three electives in a single Cluster				
SN	Code	Title	Status	Credit
1	OME 666	Transport Systems Management	Elective	20
2	OME 667	Transport Economics and Planning	Elective	20
3	OME 668	Global Logistics Management	Elective	20
4	OME 671	Logistic of Air Transport	Elective	20
5	OLG 674	Operations Management	Elective	20
<b>Total out of any three electives</b>				60

## 6: Accounting and Auditing Cluster

Select one accounting and one auditing electives plus any other elective in this cluster				
SN	Code	Title	Status	Credit
1	OAF 671	Advanced Corporate Reporting	Elective	20
2	OAF 672	Auditing and Assurance Services	Elective	20
3	OAF 670	Advanced Management Accounting	Elective	20
4	OAF 668	Financial Accounting and Reporting	Elective	20
5	OAF 673	Taxation	Elective	20
<b>Total out of any three electives</b>				60

### Assessment Mode

The assessment plan for is as follows:

- Term papers submitted through Moodle e-learning platform 30%
- Online Assignments 20%
- Final Examination 50%

The pass mark for each examinable course shall be 50%. No candidate will be allowed to proceed with the dissertation stage if he or she has not completed and passed the entire course work.

### Masters of Business Administration by Thesis

The Master of Business Management by Thesis programme offers students the opportunity to explore advanced concepts in business, management, and organizational leadership through rigorous research. It emphasizes the development of analytical, critical thinking, and problem-solving skills, enabling students to investigate real-world business issues and contribute to knowledge through a substantial thesis project. Designed for aspiring managers and business professionals, the program prepares graduates for leadership roles, strategic decision-making, and innovative solutions in various organizational settings, fostering sustainable business growth and development.

### Entry Requirements

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

- A bachelor's degree of the Open University of Tanzania or any recognized higher learning institutions with not less than 2.7 GPA,
- An equivalent honours degree from other universities or recognized /accredited higher learning institutions.
- Unclassified degrees (e.g., M.D.) with at least a B grade average
- A pass degree with not less than 2.5 with postgraduate diploma certificate in business related studies.
- An advance diploma in a business related field with a minimum GPA of 3.5

### Programme structure

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

### a) Strengthening Capacity

This particular activity is rationalized on the different learning environments associated with the distance mode of learning. Even though the candidate will be studying under supervision, distance creates limitations that can frustrate students. Students in the programme are advised to attend the research methodology classes. Students must contact their nearest Regional Centre offices for details, timing and venues. The purpose of the part-time residential classes is to minimize the potentially negative impact of distance. Here students will be guided on the research methodologies and, where necessary, on the other appropriate courses to undertake based on one's needs. Students must register with the Director of Regional Centres so that they are not missed out on any communication.

### b) Thesis Writing

This aspect will follow the normal MBA dissertation writing process, namely writing of a feasible and approved research proposal, researching, writing and submit for examination a thesis, participating and presenting papers at MBA Seminars, and filing, through a supervisor, progressive report form every six months as prescribed in an appropriate approved form available.

## Master of Human Resource Management (MHRM)

The Master of Human Resources Management programme aimed at developing expertise in managing and strategizing human capital in organizations. It provides students with advanced knowledge of HR principles, talent management, organizational behavior, and employment policies, equipping them to foster productive, motivated, and ethical workplaces. The program prepares graduates to assume leadership roles in human resource functions, contribute to organizational development, and support sustainable business practices through effective people management, ultimately enhancing the overall performance and growth of organizations in both public and private sectors.

### Entry Requirements

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

- A bachelor's degree of The Open University of Tanzania or any recognized higher learning institutions with not less than 2.7 GPA,
- An equivalent honours degree from other universities or recognized /accredited higher learning institutions.
- Unclassified degrees (e.g., M.D.) with at least a B grade average
- A pass degree with not less than 2.5 GPA with postgraduate diploma certificate in business related studies.
- An advance diploma in a business-related field with a minimum GPA of 3.5

### Programme structure

MHRM by coursework and dissertation is offered in three different delivery modes, namely; blended (distance online and face to face), face to face options such as evening and executive modes.

- MHRM (Evening) program may appeal mainly to residents in Dar es Salaam.
- MHRM Executive mode is offered in six regional centres in the country, namely; Dodoma, Dar es Salaam, Arusha, Mbeya, Mwanza and Zanzibar.
- Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MHRM distance programme.

### Level 1 (Year 1)

Trimester 1				
SN	Code	Title	Status	Credits
1.	OLG 651	Strategic Human Resource Management	Core	20
2.	OLG 661	Human Resource Planning and Development	Core	20
Trimester 2				

SN	Code	Title	Status	Credits
1	OLG 653	Performance and Reward Management	Core	20
2	OLG 656	Employment Law and Employee Relations	Core	20
3	OLG 672	Research Methodology	Core	20
<b>Trimester 3: (Select two courses)</b>				
SN	Code	Title	Status	Credits
1	OLG 652	ICT in Business Management	Elective	20
2	OLG 657	Counselling and Coaching at Workplace	Elective	20
3	OLG 658	Human Resource Management Consultancy	Elective	20
4	OLG 659	International Human Resource Management	Elective	20
5	OLG 660	Management of Safety and Health	Elective	20
<b>Level 2 (Year 2)</b>				
SN	Code	Title	Status	Credits
1	OBM 699	Dissertation	Core	60
2		<b>Total</b>		<b>200</b>

### Assessment Mode

The assessment plan for is as follows:

- Term papers submitted through Moodle e-learning platform 30%
- Online Assignments 20%
- Final Examination 50%

The pass mark for each examinable course shall be 50%. No candidate will be allowed to proceed with the dissertation stage if he or she has not completed and passed the entire course work

### Master of Project Management (MPM)

The Master of Project Management (MPM) is a professional qualification that will provide a student with a sound educational platform for a career in project management. The programme aims to create reflective project management professionals, with enhanced knowledge competence and multiple skills. This cutting edge interdisciplinary and cross-sectoral programme, designed with inputs from the relevant industries, will significantly strengthen and develop existing project management professionals' expertise besides meeting the needs of new entrants or aspiring professionals.

### Entry qualifications

- A bachelor's degree from the Open University of Tanzania or any recognized higher learning institutions with not less than 2.7 GPA.
- An equivalent honours degree from other universities or recognized /accredited higher learning institutions.
- Unclassified degrees (e.g., M.D.) with at least a B grade average
- A pass degree with not less than 2.5 with postgraduate diploma certificate in business related studies.
- An advance diploma in a business relevant field with a minimum GPA of 3.5

### Programme Structure

Master of Project Management (MPM) by coursework and dissertation is offered in three different delivery modes, namely; blended (distance online and face to face), face to face options such as evening and executive modes.

- MPM (Evening) program may appeal mainly to residents in Dar es Salaam.
- MPM Executive mode is offered in six regional centres in the country, namely; Dodoma, Dar es Salaam, Arusha, Mbeya, Mwanza and Zanzibar.
- Candidates in the regions as well as those in Dar es Salaam who for one reason or the other could not opt for the evening or executive modes are advised to pursue the MPM distance programme.

<b>Year 1</b>				
<b>Level 1 -Trimester 1</b>				
<b>SN</b>	<b>Code</b>	<b>Title</b>	<b>Status</b>	<b>Credits</b>
1	OLG 662	Project Process, Planning and Control	Core	20
2	OLG 663	Project Human Resource Management	Core	20
3	OAF 664	Finance for Project Management	Core	20
<b>Level 1-Trimester 2</b>				
<b>SN</b>	<b>Code</b>	<b>Title</b>	<b>Status</b>	<b>Credits</b>
1	OME 664	Project Procurement and Contracting	Core	20
2	OLG 664	Project Sustainability, Monitoring and Evaluation	Core	20
3	OAF 697	Financial Accounting for Project Management	Core	20
<b>Level 2- Trimester 3: (select only two courses)</b>				
<b>SN</b>	<b>Code</b>	<b>Title</b>	<b>Status</b>	<b>Credits</b>
1	OME 665	Project Quality Management	Elective	20
2	OLG 668	Managing Successful Information Technology (IT) Projects	Elective	20
3	OAF 666	Project Portfolio and Project Risk Management	Elective	20
4	OLG 669	Management of Strategic Operations	Elective	20
<b>Year 2: Level 2</b>				
<b>SN</b>	<b>Code</b>	<b>Title</b>	<b>Status</b>	<b>Credits</b>
1.	OBM 699	Dissertation	Core	60
		<b>Total</b>		<b>220</b>

### Assessment Mode

The assessment plan for is as follows:

- Term papers submitted through Moodle e-learning platform 30%
- Online Assignments 20%
- Final Examination 50%

The pass mark for each examinable course shall be 50%. No candidate will be allowed to proceed with the dissertation stage if he or she has not completed and passed the entire course work.

### Postgraduate Diploma in Business Studies (PGDBS)

The PGDBS programme is offered in Blended learning combines traditional face-to-face training, distance learning as well as online e-learning. By covering all the bases, you can engage all types of learners that is; those who learn better in a structured environment that includes face-to-face interaction with an instructor, and independent types who learn better with semi-autonomous, computer-based training. This mode of learning offers the widest range of learning modes and methods for developing student skills and expertise as learners. The flexible delivery system allows learners to balance their studies with work commitments, fostering professional growth and enabling them to contribute meaningfully to the development of their organizations and the broader economy in Tanzania and the region.

### Entry Qualifications

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

- . A pass degree from the Open University of Tanzania or any recognized higher learning institution
- Unclassified degrees (e.g. M.D.) with at least a B grade average and

## PGDBS programme structure

<b>MODULE I</b>				
<b>SN</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Status</b>	<b>Credits</b>
1	OME 553	Procurement and Supply Chain Management	Core	20
2	OME 551	Entrepreneurship Development	Core	20
3	OAF 551	Business Mathematics and Statistics	Core	20
<b>MODULE II</b>				
<b>SN</b>	<b>Module Code</b>	<b>Module Title</b>	<b>Status</b>	<b>Credits</b>
1	OLG 651	Strategic Human Resource Management	Core	20
2	OME 651	Strategic Marketing Management	Core	20
3	OAF 651	Financial Management	Core	20
<b>PROJECT</b>				
1	OBM 599	Business Plan Development	Core	40

### Assessment

The assessment plan for is as follows:

- Term papers submitted through Moodle e-learning platform 30%
- Online Assignments 20%
- Final Examination 50%

The pass mark for each examinable course shall be 50%. No candidate will be allowed to proceed with the dissertation stage if he or she has not completed and passed the entire course work.

# Education Empowers Life of Every Students



## **WELCOME TO FACULTY OF EDUCATION (FED)**

The Faculty of Education at the Open University of Tanzania 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 eight postgraduate programmes

S/N	Programme	Minimum Credits	Tuition Fee (TSh)
1.	Doctor of Philosophy		9,060,000
2.	Masters of Education in Administration, Planning & Policy Studies (MED (APPS))	180	4,250,000
3.	Masters of Education in Curriculum Design and Development (MED CDD)	180	4,250,000
4.	Masters of Education in Open Distance Learning (MED ODL)	180	4,250,000
5.	Masters of Education in Quality Management (MED QM)	180	4,250,000
6.	Postgraduate Diploma in Curriculum Design and Development (PGD CDD)	120	2,730,000
7.	Postgraduate Diploma in Education (PGDE) Stream A-200 Credits-Without teaching subjects Stream B-260 Credits-With single teaching subject Stream C-320 Credits-With two teaching subjects	Stream A-200 Stream B-260 Stream C-320	1,650,000 2,070,000 2,490,000
8.	Postgraduate Diploma in Technical and Vocational Teacher Education (PGD TVTE)	220	1,770,000

### Doctor of Philosophy (PhD)

The PhD Programme by Thesis in the Faculty of Education is a demanding and enriching academic pursuit designed to cultivate advanced researchers and educational scholars. This programme encourages graduates to contribute original knowledge and innovative solutions to challenges in education systems, policy, and practice within Tanzania and the broader context. Through rigorous research, supervision, and scholarly inquiry, students are expected to produce a substantial thesis that reflects critical thinking, methodological expertise, and academic excellence. Graduates of this programme are equipped to become influential educators, policymakers, and researchers who can drive positive change and development in the education sector locally and internationally.

### Entry Requirements

- A Master's Degree from the Open University of Tanzania or any other recognized higher learning institutions with minimum of 3.0 GPA.

### Programme structure

- (i) PhD by thesis is an independent research programme where a student proposes the topic of interest and searches for potential supervisors within the department before application.
  - Submission of a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
  - Proposal writing and approval
  - Data collection
  - Report writing and publication of three papers
  - Two seminar presentations and incorporation of comments given
  - Pre viva
  - Viva and approval by Senate for graduation

### Assessment mode

- (ii) Assessment process shall comprise examination with two parts: the examination of the thesis by external and internal examiners, and the viva voce examination.
- (iii) At least three examiners (PhD holders) who are specialists in the subject area approved by the Senate will assess the thesis. Two examiners must be external academic staff from higher learning institution other than the Open University of Tanzania.
- (iv) For a candidate whose thesis passed as per stated regulation will be eligible and sit for viva voce examination that can be conducted face-to-face or online or both to ascertain that:

- a) The dissertation/thesis presented (the data, methodology, analysis and findings) is the original work of the candidate.
  - b) The broader subject area in which the study is based is fully grasped
  - c) Any uncertainties or weakness in the dissertation/thesis can be adequately clarified by the candidate
- (v) At the end of viva voce examination, the panel members shall give the verdict and sign a viva voce examination Results that fall under one of the categories as described in form OUT/PG/ EX .F8

### **Masters of Education in Administration, Planning & Policy Studies (MED (APPS))**

The Master of Education in Administration, Planning, and Policy Studies offered by the Open University of Tanzania is a rigorous postgraduate program designed to develop advanced expertise in educational leadership, strategic planning, and policy formulation. It aims to equip educators, administrators, and policymakers with the skills needed to effectively manage educational institutions, design impactful policies, and drive sustainable development in the education sector. Flexible and accessible, the program supports professionals seeking to improve their leadership capabilities and contribute to the advancement of education in Tanzania and beyond.

#### **Entry Requirements**

- A Bachelor degree from the Open University of Tanzania or any recognized higher learning institution with a minimum of 2.7 GPA,
- Advanced diploma in project management or in a related field of at least upper second level (GPA 3.5)
- A Pass in a Bachelor's Degree with postgraduate diploma certificate in education related field.

#### **Programme Structure**

SN	Code	Title	Status	Credits
1	OEM 624	Development of Educational Organizations	Core	20
2	OEM 625	Educational Planning	Core	20
3	OEM 626	Research Methodology, Computer Application and Statistics	Core	20
4	OEM 627	Policy Analysis, Implementation and Evaluation	Core	20
5	OEM 633	Human Resources Management in Education	Core	20
6	OED 699	Dissertation	Core	60
7	OEM 628	Organization and Administration of Primary and Secondary Education	Elective	20
8	OEM 632	Economics of Education	Elective	20
9	OED 634	Educational Leadership	Elective	20

#### **Assessment Mode**

Assessments will have the following weights:

Continuous Assessment	30%
Annual examination	70%
<b>Total</b>	<b>100%</b>
<b>Plus</b>	
Dissertation	100%

### **Masters of Education in Curriculum Design and Development (MED CDD)**

The Master of Education in Curriculum Design and Development offered by the Open University of Tanzania is a specialized postgraduate program aimed at equipping educators and education professionals with advanced skills in designing, developing, and evaluating effective curricula. The program focuses on innovative instructional strategies, curriculum theory, and educational research to enhance teaching and learning processes. It prepares graduates to take leadership roles in educational institutions, curriculum planning, and policy development, fostering educational excellence and reform in Tanzania and beyond through a flexible and accessible learning format.

## Entry Requirements

The Minimum Entry Qualifications for the candidate of a Master's degree programme shall hold either:

- A Bachelor degree from the Open University of Tanzania or any recognized higher learning institution with a minimum of 2.7 GPA,
- A Pass in a Bachelor's Degree with postgraduate diploma certificate in education related field.

## Programme Structure

SN	Code	Title	Status	Credit
<b>Trimester One</b>				
1	OEI 621N	Curriculum Development Process	Core	20
2	OEI 622N	Curriculum Design Approaches and Models: Trends in the National and International Contexts	Core	20
<b>Trimester Two</b>				
3	OEI 623N	Curriculum Implementation Process, Management and Governance	Core	20
4	OEI 624N	Research Methodology in Curriculum Studies	Core	20
<b>Trimester Three</b>				
5	OEI 628N	Policy Dialogue Formulation and Leadership for Curriculum Development	Core	20
<b>Select One Elective from the list below</b>				
6	OEI 625N	Development and use of teaching and learning materials	Elective	20
7	OEI 626N	Curriculum Quality Control and Assurance	Elective	20
8	OEI 627N	Assessment of Teaching and Learning	Elective	20
9	OED 699	Dissertation	Core	60
<b>Total Credits</b>				<b>180</b>

## Assessment Mode

- Coursework assessment shall consist of an online coursework assessment Online MOODLE coursework assessment which will contribute to 30% of each course. Annual examinations; each student shall be required to sit for a three-hour annual examination, at the end of the academic year. The annual examination will contribute 70% to the total mark of each course. The combination of both coursework and annual examination shall be 100%.
- The pass marks when coursework and annual examination are combined shall be 50%.
- The mode of evaluation for the dissertation comprises 100% of the dissertation report; where the pass mark shall be 50%.

## Masters of Education in Open Distance Learning (MED ODL)

The Masters of Education in Open Distance Learning is a flexible, innovative program designed to equip educators and education professionals with advanced knowledge and skills in designing, managing, and delivering education through open and distance learning modalities. The program emphasizes modern pedagogical theories, instructional design, e-learning technologies, and learner-centered approaches, enabling graduates to effectively operate in diverse educational settings both locally and internationally. Its open and flexible structure allows students to study at their own pace, making it accessible to working professionals and those unable to attend traditional face-to-face classes, thereby promoting lifelong learning and enhancing educational practices across the region.

## Entry Requirements

- Bachelor degree from the Open University of Tanzania, or any other recognized higher learning institutions with a minimum of 2.7 GPA.
- A Pass in a Bachelor's Degree with postgraduate diploma certificate in education related studies

### Programme Structure

SN	Code	Course Title	Status	Credit
1	ODL 601	Principles of Open and Distance Learning	Core	20
2	ODL 602	Instructional Designing and Development of ODL Materials	Core	20
3	ODL 603	Media and Technology in Distance Learning	Core	20
4	ODL 604	Research and Evaluation in Open and Distance Education	Core	20
5	ODL 605	Open and Distance Learning Policy and management	Elective	20
6	ODL 606	Regional and Global Perspectives in ODL	Elective	20
7	ODL 607	Teaching and Learning in Open and Distance Learning	Elective	20
8	OED 699	Dissertation	Core	60
<b>Total</b>				<b>180</b>

### Program assessment

Candidates will be evaluated by using the following criteria.

Moodle Assignments (Three Assignments): 30%

Final Examination: 70%

**Total 100%**

#### Plus

Dissertation 100%

The pass mark is 50%

### Masters of Education in Quality Management (MED QM)

The Master of Education in Quality Management programme is designed to develop professionals skilled in enhancing and maintaining high standards in educational institutions. It focuses on principles of quality assurance, institutional effectiveness, curriculum development, and educational leadership, equipping graduates with the expertise to implement quality improvement initiatives across various educational settings. Emphasizing practical and strategic approaches, the program prepares educators and administrators to foster continuous improvement, accountability, and excellence in education, aligning with national and international standards. Its flexible open-distance learning format allows working professionals to pursue advanced studies while managing their ongoing responsibilities, ultimately contributing to the transformation and sustainability of educational quality.

### Entry Requirements

- A Bachelor degree from the Open University of Tanzania or any recognized higher learning institution with a minimum of 2.7 GPA
- advanced diploma in project management or in a related field of at least upper second level (GPA 3.5)
- A Pass in a Bachelor's Degree with a postgraduate diploma certificate in related field.

### Programme structure

SN	Code	Course Title	Status	Credit
1	OEM 601	Theory and Practice of Quality Management	Core	20
2	OEM 602	Standards, Accreditation and Regulations	Core	20
3	OEM 603	School Quality Assurance: Theory and Practice	Core	20
4	OED 626	Research Methodology, Computer Application and Statistics	Core	20
5	OEI 602	Curriculum Leadership, Development and Implementation	Core	20
6	OED 699	Dissertation	Core	60
7	OED 634	Educational Leadership	Elective	20
9	OEM 604	Resources Management in Education	Elective	20

### Assessment Mode

Assessments will have the following weights:

Continuous Assessment (Main timed tests)	30%
Annual examination	70%
<b>Total</b>	<b>100%</b>
<b>Plus</b>	
Dissertation	100%

### Postgraduate Diploma in Curriculum Design and Development (PGD CDD)

The Postgraduate Diploma in Curriculum Design and Development is a specialized program aimed at equipping education professionals with the skills and knowledge necessary to craft, evaluate, and enhance educational curricula. The course covers key areas such as curriculum theory, instructional design, assessment methods, and innovative approaches to curriculum development, enabling graduates to create relevant, effective, and learner-centered educational programs. Its flexible open-distance learning structure allows students to study at their own pace while balancing professional commitments, making it accessible to educators, administrators, and curriculum specialists seeking to improve educational quality and relevance in diverse learning environments.

### Entry requirements

The prospective candidates must satisfy the following minimum requirements:

- A pass bachelor degree from the Open University of Tanzania or any recognized higher learning institution.
- A bachelor degree of any classification from the Open University of Tanzania, or any recognized higher learning institutions,
- Unclassified degree grades in education below 3.5 GPA.
- Applicants with an advanced diploma from any recognized institution.

### Programme Structure

Code	Title	Status	Credit
OEI 511P	Curriculum Development Process	Core	20
OEI 512P	Curriculum Design Approaches and Models: Trends in the National and International contexts	Core	20
OEI 513P	Policy Dialogue and Formulation for Curriculum Development	Core	20
OEI 515P	Curriculum Implementation Process: Management and Governance	Core	20
OEI 516P	Development and Use of Teaching and Learning Materials	Elective	20
OEI 518P	Curriculum Quality Control and Assurance	Elective	20
OEI 519P	Assessment of Teaching and learning	Elective	20
OEI 520P	Research Project	core	20

**Note:** Student is supposed to take all core courses and one elective

### Assessment Mode

- Course work assessment shall consist of an Online MOODLE coursework assessment which will contribute to 30% of each course
- The annual examination will contribute 70% to the total mark of each course.
- The combination of both coursework and annual examination shall be 100%.
- OEI 520 shall carry 100%

### Postgraduate Diploma in Education (PGDE)

The Postgraduate Diploma in Education from the Open University of Tanzania is designed to enhance the professional competencies of educators and education practitioners by providing advanced knowledge in pedagogical theories, teaching strategies, and educational leadership. The program aims to equip participants with practical skills to improve teaching quality, curriculum implementation, and student learning outcomes across various educational levels. Its flexible open-distance learning format

allows working educators to pursue their studies without disrupting their professional responsibilities, promoting continuous professional development and fostering innovation in educational practice for individuals committed to advancing education in locally and internationally.

### Entry requirements

The prospective candidates must satisfy the following minimum requirements:

- A pass bachelor degree from the Open University of Tanzania or any recognized higher learning institution.
- A bachelor degree of any classification from the Open University of Tanzania, or any recognized higher learning institutions,
- Unclassified degree with GPA below 3.5
- Applicants with an advanced diploma in education from any recognized institution.

### Programme structure

#### i) Stream A

Stream A shall comprise students with **two teaching subjects** but lacking education courses to qualify as professional teachers; these shall be obliged to take a minimum of 200 credits

#### ii) Stream B

Stream B shall comprise students with **only one teaching subject**. These applicants are supposed to take both education courses and some more 60 credits of the subject that they are missing; these shall be obliged to take a minimum of 260 credits

#### iii) Stream C

Stream C shall comprise students **without any teaching subject**. They are supposed to take education courses (200 credits) plus other 120 more credits (6 from each teaching subject) to qualify as professional teachers: these shall be obliged to take a minimum of 320 credits.

S/N	Course title	Course codes	Equivalent Code	Credit
1	Introduction to Open and Distance Learning	OEA 501	OEA 302	20
2	Introduction to Research in Education	OEP 502	OEP 309	20
3	Philosophy of Education and Teaching	OEF 503	OEF 101	20
4	History and Sociological Aspects in Education	OEF 504	OEF 102	20
5	Curriculum Development and Evaluation	OEI 505	OEI 101	20
6	Educational Management and Leadership	OEM 506	OEM 201	20
7	Introduction to Educational Psychology	OEP 509	OEP 101	20
8	Independent study	OEP 508		20
9	Teaching Practice 1	OEI 512 A	OEI 208C	10
10	Teaching Practice 2	OEI 512 B	OEI 208D	10
<b>PLUS, TWO of the following Teaching Methods Courses</b>				
1	Chemistry teaching methods	OEI 530	OEI 230	10
2	Physics teaching methods	OEI 531	OEI 231	10
3	Biology teaching methods	OEI 532	OEI 232	10
4	History teaching methods	OEI 534	OEI 234	10
5	Geography teaching methods	OEI 535	OEI 235	10
6	Religious teaching methods	OEI 536	OEI 236	10
6	Civics/ General Studies teaching methods	OEI 537	OEI 237	10
7	English Language teaching methods	OEI 538	OEI 238	10
8	Literature in English teaching methods	OEI 539	OEI 239	10
9	Kiswahili teaching methods	OEI 540	OEI 240	10
10	Business Studies Teaching Methods	OEI 541	OEI 241	10
11	Economics Teaching Methods	OEI 542	OEI 242	10
12	Home Economics Teaching Methods	OEI 543	OEI 243	10
13	Mathematics Teaching Methods	OEI 544	OEI 244	10
14	ICT Teaching Methods	OEI 545	OEI 245	10

S/N	Course title	Course codes	Equivalent Code	Credit
15	TOTAL for stream A (Applicants with two teaching subjects)			200
16	TOTAL for stream B (Applicants with only one teaching subject)			260
17	TOTAL for stream C (Applicants without any teaching subjects)			320

### Programme Assessment

Candidates will be evaluated by using the following criteria.

- Timed Test carrying 30%
- Final Examination carrying 70%
- Teaching Practice carrying 100%
- Independent study and report carrying 100%
- Pass mark is 50%

### Postgraduate Diploma in Technical and Vocational Teacher Education (PGD TVTE)

The Postgraduate Diploma in Technical and Vocational Teacher Education is a specialized programme designed to build the capacity of educators involved in technical and vocational education. It focuses on developing advanced skills in pedagogical techniques, curriculum development, assessment, and instructional management tailored to technical and vocational training contexts. The program aims to enhance the quality and relevance of technical education by equipping teachers with modern teaching methodologies and industry-relevant knowledge. Its flexible open-distance learning format allows professionals to pursue postgraduate qualification while continuing their teaching careers, thereby contributing to the development of skilled human resources and supporting the growth of technical and vocational education sectors in Tanzania.

### Entry requirements

A candidate aspiring for admission into Postgraduate Diploma in Technical and Vocational Teacher Education (TVTE) Programme should hold a Bachelor's Degree or an Advanced Diploma in the fields related to technical and vocational fields as follows:

- Technical related fields include, but not limited to: Construction; oil & gas; renewable energy; carpentry; plumbing welding; mechanical engineering; electrical engineering; civil and structural engineering; building and architecture; drafting; engineering design; machinery technology and design; and production and industrial technology.
- Vocational related fields include but not limited to:
  - Creative writing; tourism & hospitality; cosmetology; dressmaking; hotel management; health care; forestry; animal husbandry; ICT; rural planning and community development; social work & welfare; nutrition & food processing; business studies; environmental science; water and sanitation from any recognized institution.

### Programme Structure

SN	Code	Course Title	Status	Credit
1	OEA 511	Foundations of TVET and Workforce Development	Core	20
2	OEA 512	Learning Psychology and Didactics in TVTE (Psychology of Teaching and Learning)	Core	20
3	OEA 513	Curriculum Development in TVET	Core	20
4	OEA 514	Planning and Management in TVET	Core	20
5	OEA 515	Entrepreneurship in TVET	Core	20
6	OEA 516	Media & Technologies in TVET	Core	20
7	OEA 517	Gender and Inclusive issues in TVET	Core	20
8	OEA 518	Research and innovation in TVET	Core	20
9	OEA 520	Teaching Practice	Core	20
10	OEA 521	Independent Study	Core	20
11	OEI 511T	Teaching Methods for Technical related Occupations	Elective	20
12	OEI 512T	Teaching Methods for Vocational Related Occupations	Elective	20
	<b>Total</b>			<b>220</b>

### **Programme Assessment**

Each course (module) will be examined in the following manner:

- (a) Continuous Assessment (CA), 30 % by weight  
This comprises three Moodle/online individual assignment
- (b) Annual Examination (AE), 70 % by weight
- (c) Total module/course marks: CA +ME= 100%
- (d) Teaching Practice, 100%
- (e) Independent Study, 100%

NB: The pass mark is 50.



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

The Faculty of Science, Technology, and Environmental Studies at the Open University of Tanzania is committed to delivering flexible, high-quality, and innovative education in the areas of science, technology, and environmental management. The faculty offers a range of undergraduate and postgraduate 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 2025/2026 FSTES is offering 11 postgraduate programmes

SN	Programme	Minimum Credits	Tuition Fee (Tsh)
1	Doctor of Philosophy by thesis		9,060,000
2	PhD in Environmental Studies (Coursework and dissertation)	540	9,720,000
3	Master of Environmental Studies	180	3,240,000
4	MSc. Computer Science	180	4,500,000
5	MSc. Information Technology Management	180	4,500,000
6	MSc. Human Nutrition (Thesis)	NA	4,370,000
7	MSc. Food Sciences (Thesis)	NA	4,370,000
8	MSc. In Biology (Thesis)	NA	4,370,000
9	MSc. in Botany (Thesis)	NA	4,370,000
10	MSc. in Zoology (Thesis)	NA	4,370,000
11	MSc. Applied Biotechnology (Thesis)	NA	4,370,000
12	MSc. Environmental Sciences (Thesis)	NA	4,370,000
13	MSc. Chemistry (Thesis)	NA	4,370,000
14	MSc. Physics (Thesis)	NA	4,370,000

### Doctor of Philosophy (PhD)

The PhD Programme by Thesis in the Faculty of Science, Technology and Environmental Studies is an advanced academic pursuit designed to develop expert researchers and innovators in various scientific, technological, and environmental disciplines. This programme encourages students to conduct original, in-depth research that addresses critical challenges facing Tanzania and the world, fostering sustainable solutions and technological advancements. Graduates of this program will have the expertise to contribute significantly to scientific knowledge, policy development, and practical applications in their fields. They will be prepared to assume leadership roles in academia, industry, government, and environmental management, driving innovation and sustainable development.

### Entry Requirements

A Master Degree from the Open University of Tanzania or any other recognized higher learning institution with a 3.0.

### Programme structure

- i) PhD by thesis is an independent research programme where a student proposes the topic of interest and searches for potential supervisors within the department before application.
- ii) submit a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- iii) Proposal writing and approval
- iv) Data collection
- v) Report writing and publication of three papers
- vi) Two seminar presentations and incorporation of comments given
- vii) Pre viva
- viii) Viva and approval by Senate for graduation,

### Assessment mode

- i) Assessment process shall comprise examination with two parts: the examination of the thesis by external and internal examiners, and the viva voce examination.
- ii) At least three examiners (PhD holders) who are specialists in the subject area approved by the Senate will assess the thesis. Two examiners must be external academic staff from higher learning institution other than the Open University of Tanzania.
- iii) For a candidate whose thesis passed as per stated regulation will be eligible and sit for viva voce examination that can be conducted face-to-face or online or both to ascertain that:

- a) The dissertation/thesis presented (the data, methodology, analysis and findings) is the original work of the candidate.
  - b) The broader subject area in which the study is based is fully grasped
  - c) Any uncertainties or weakness in the dissertation/thesis can be adequately clarified by the candidate
- iv) At the end of viva voce examination, the panel members shall give the verdict and sign a viva voce examination Results that fall under one of the categories as described in form OUT/PG/EX.F8

### PhD in Environmental Studies (Coursework and dissertation)

The program aims to produce graduates capable of addressing complex environmental challenges through interdisciplinary knowledge and practical application. It emphasizes sustainability, environmental management, impact assessment, and policy analysis. Graduates will be equipped to conduct research and consultancies, apply critical thinking and leadership skills, develop strategies to prevent and manage environmental threats, evaluate and improve environmental management systems, and translate research into sustainable, real-world solutions at local, national, and international levels.

### Entry Requirements

The programme is open to candidates with a variety of background and interests. However, prospective applicants must satisfy the following minimum requirements;

- Master degree in environmental studies/science/management/health/engineering/technology
- Other master's degree considered from the following fields; geology, geography, land use, water sanitation, environmental education, climate change, water resources, agriculture, economics, forestry, natural resources management, GIS and Remote sensing, Geospatial science.

### Programme Structure

This programme will consist of training/project or field work of different nature.

- a) There will be some demonstration/practical at different level during the coursework stage
- b) After the completion of 180 credits of coursework there will be a Dissertation course (OEV 799).  
The aim is to equip students with hands-on, research, analytical and practical skills. It involves development of a proposal where the department will assign each student with supervisors based on the expertise. Supervisors will work with the students from development to the final submission of the dissertation.

### Option one: Science Stream

SN	Code	Title	Status	Credits
1	OEV 701	Global Environmental change and politics	Core	20
2	OEV 702	Environmental hazards and risk assessment	Core	20
3	OEV 703	Waste management and circular economy	Core	20
4	OEV 704	Advanced research methodology	Core	20
5	OEV 705	Environmental pollution and toxicology	Core	20
6	OEV 706	Waste treatment technologies	Core	20
7	OEV 707	Advanced analytical techniques	Core	20
8	OEV 708	Renewable energy and environment	Core	20
9	OEV 799	Dissertation	Core	360
		<b>Total</b>		520

### Option two: Management Stream

SN	Code	Title	Status	Credits
1	OEV 701	Global Environmental change and politics	Core	20
2	OEV 702	Environmental hazards and risk assessment	Core	20
3	OEV 703	Waste management and circular economy	Core	20
4	OEV 704	Advanced research methodology	Core	20
5	OEV 709	Ecosystems and environmental conservation	Core	20
6	OEV 710	Sustainable development and resources management	Core	20

SN	Code	Title	Status	Credits
7	OEV 711	Environmental management systems	Core	20
8	OEV 712	Environmental economics and accounting	Core	20
9	OEV 799	Dissertation	Core	360
		<b>Total</b>		520

#### Option three: Health Stream

SN	Code	Title	Status	Credits
1	OEV 701	Global Environmental change and politics	Core	20
2	OEV 702	Environmental hazards and risk assessment	Core	20
3	OEV 703	Waste management and circular economy	Core	20
4	OEV 704	Advanced research methodology	Core	20
5	OEV 705	Environmental pollution and toxicology	Core	20
6	OEV 706	Waste treatment technologies	Core	20
7	OEV 713	Food hygiene and safety	Core	20
8	OEV 714	Emerging Environmental technologies	Core	20
9	OEV 799	Dissertation	Core	360
		<b>Total</b>		520

#### Option four: Technology Stream

SN	Code	Title	Status	Credits
1	OEV 701	Global Environmental change and politics	Core	20
2	OEV 702	Environmental hazards and risk assessment	Core	20
3	OEV 703	Waste management and circular economy	Core	20
4	OEV 704	Advanced research methodology	Core	20
5	OEV 706	Waste treatment technologies	Core	20
6	OEV 714	Emerging Environmental technologies	Core	20
7	OEV 715	Environmental radionuclides management	Core	20
8	OEV 716	Advanced environmental modelling	Core	20
9	OEV 799	Dissertation	Core	360
		<b>Total</b>		520

#### Elective Courses: Choose at least one elective course

SN	Code	Title	Status	Credits
1	OEV 717	GIS in environmental studies	Elective	20
2	OEV 718	Environmental and social impact assessment	Elective	20
3	OEV 719	Groundwater resources management	Elective	20
4	OEV 720	Oil, gas and mining waste management	Elective	20
5	OEV 721	Environmental Law and Policy	Elective	20

Note: Total minimum credits for the PhD in Environmental Studies programme will be 540 credits

#### Programme Assessment

The assessment procedures and the assessment criteria will follow OUT examination regulations for postgraduate courses. The following regulations will apply for the assessment of the programme:

- All courses shall be examined during the academic year in which they are studied. The assessment shall consist of a continuous assessment and annual examination. Continuous assessment shall consist different course activities including forum discussions, online lectures, practical, quizzes, assignments, written timed test, all which will contribute 40% while the annual examination will contribute 60% to the final grade.
- The pass mark for both the test and examinations combined shall be 50% which is Pass/Good.
- A candidate who fails to attain the pass mark, after sitting for the annual examination will be allowed to write a supplementary examination after paying the required examination fee. The maximum grade attainable in a supplemented subject is B.
- A candidate, who fails in a supplementary examination, will be required to repeat the subject. Repeating a subject means doing a continuous assessment (test) and an annual examination. The

maximum grade attainable in a repeated subject is B.

- A candidate who fails to appear for the test or examination, for any certified reason, must inform the DVC Academic prior to the commencement of the examination period. Students requesting to appear for special examinations without prior authorization by the DVC Academic will be required to pay examination fees for the session.

### Master of Environmental Studies

The program is designed to equip students with advanced knowledge, analytical skills, and practical tools to address complex environmental challenges at local, national, and global levels. The program adopts an interdisciplinary approach, integrating natural and social sciences to explore critical issues such as climate change, environmental policy, sustainable development, natural resource management, and environmental impact assessment. It aims to develop professionals capable of contributing to environmental conservation, policy formulation, and sustainable resource use in both public and private sectors. Emphasizing research, innovation, and community engagement, the program prepares graduates for leadership roles in environmental planning, education, advocacy, and consultancy, ultimately supporting efforts toward environmental sustainability and resilience.

### Entry requirements

A candidate shall either be:

A professional training qualification with additional relevant training, evidence of research capability and relevant working experience.

- A Bachelor degree from the Open University of Tanzania or any recognized higher learning institution with a minimum of 2.7 GPA
- An advanced diploma in environmental or in a related field with at least upper second level (GPA 3.5)
- A Pass in a Bachelor degree with a postgraduate diploma certificate in science related studies.

### Programme structure

#### Option one: Science Stream

SN	Code	Title	Status	Credits
1	OEV 601	Environmental Analytical Methods	Core	20
2	OEV 611	Environmental Impact Assessment and Management	Core	20
3	OEV 613	Environmental Law and Ethics	Core	20
4	OEV 616	Environmental Science and Toxicology	Core	20
5	OEV 618	Environmental Pollution and Management	Core	20
6	OEV 621	Research Methodology in Environmental Studies	Core	20
7	OEV 615	Dissertation	Core	60
		<b>Total</b>		<b>180</b>

#### Option two: Management Stream

SN	Code	Title	Status	Credits
1	OEV 611	Environmental Impact Assessment and Management	Core	20
2	OEV 613	Environmental Law and Ethics	Core	20
3	OEV 614	Advanced Environmental Economics and Entrepreneurship	Core	20
4	OEV 618	Environmental Pollution and Management	Core	20
5	OEV 619	Ecology and Natural Resources Management	Core	20
6	OEV 621	Research Methodology in Environmental Studies	Core	20
7	OEV 615	Dissertation	Core	60
		<b>Total</b>		<b>180</b>

### Option three: Health Stream

SN	Code	Title	Status	Credits
1	OEV 611	Environmental Impact Assessment and Management	Core	20
2	OEV 613	Environmental Law and Ethics	Core	20
3	OEV 617	Environmental Health and Epidemiology	Core	20
4	OEV 618	Environmental Pollution and Management	Core	20
5	OEV 620	Environment and Food Safety	Core	20
6	OEV 621	Research Methodology in Environmental Studies	Core	20
7	OEV 615	Dissertation	Core	20
		<b>Total</b>		<b>180</b>

### Programme Assessment

- Candidates registered for this program shall do coursework and sit for final examinations following assessment procedures approved by the relevant Faculties/Institutes in collaboration with the Directorate of Teaching, Learning and Examination Services (DTLES).
- The coursework portion shall consist of a minimum of 120 credits
- Candidates shall be allowed to proceed with the dissertation research phase of the Master's programme provided they have less than 3 courses remaining to complete the course work part. Before they can graduate the candidates must successfully complete the entire coursework part with a mean overall grade of 'B' in all courses
- The pass mark for both core and elective courses shall be a 'B' grade average. Candidates whose average pass are below the indicated average grade above, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for a course that has been supplemented shall be a B.
- Candidates failing supplementary examinations shall be required to repeat the course
- Candidates whose overall grade point average is below a 'B' (i.e. below GPA of 3.0) on the coursework part shall be discontinued from studies.

### Master of Science in Computer Science

The program is designed to provide advanced knowledge and skills in theoretical and applied areas of computing. It equips students with a strong foundation in areas such as artificial intelligence, data science, software engineering, cybersecurity, machine learning, and distributed systems. The program emphasizes both academic rigor and practical problem-solving, enabling graduates to design innovative solutions to complex computing challenges. Through research, coursework, and hands-on projects, students are prepared for leadership roles in academia, industry, and government. This program also fosters critical thinking, innovation, and ethical responsibility in the development and application of computing technologies to support national development and global technological advancement.

### Entry requirements

- A Bachelor degree in Computer Science-related subjects including Computer Engineering, Electronics, Informatics, Microelectronic Engineering, ICT, Applied IT, Telecommunication, Aerospace, Space Technologies, Satellite Communications, Networks, Multimedia, Digital Arts, Internet Science and Technology, Software Engineering, Information System Management, Information Management, Computing in Intelligent Systems, Computer Games Development, Multimedia Technology and Media Informatics, Cyber Security, Geo-informatics, Data Science, Data Management, Information Sciences and Engineering, Big Data, Business Analytics, Digital Forensics, Applied Cloud Technology, Internet of Things, and Mobile Application Development from the Open University of Tanzania or any recognized higher learning institution with a minimum of 2.7 GPA
- An advanced diploma in information Communication technology related field of at least upper second level (GPA 3.5)
- A Pass in computer science related or mathematics Bachelor's Degree with a postgraduate diploma certificate in information Communication technology or engineering related studies.

## Programme Structure

### Semester I

SN	Code	Title	Status	Credit
1.	OCS 611	Scientific Research Methods	Core	10
2.	OIM 611	IT Entrepreneurship	Core	10
3.	OCS 612	Knowledge Discovery and Database	Core	10
4.	OCS 613	Core Networks, Virtualization, and Cloud Computing	Core	20
5.	OCS 614	Advanced Programming and Algorithms	Core	10
		<b>Total</b>		<b>60</b>

### Semester II (Choose any three elective courses)

SN	Code	Title	Status	Credit
1.	OCS 615	Mobile and Web based Information Systems	Elective	20
2.	OCS 616	Intelligent and Expert Systems	Elective	20
3.	OCS 617	Machine Learning Applications	Elective	20
4.	OIM 617	Advanced Management information systems	Elective	20
5.	OCS 618	Ethical Hacking, Security Audit, and Digital Forensics	Elective	20
6.	OCS 619	Network Security and Cryptography	Elective	20
7.	OIM 612	IT Security Planning and Management	Elective	20
		<b>Total</b>		<b>60</b>

### Semester III

SN	Code	Title	Status	Credit
1.	OCS 620	Research Project in ICT	Core	60
		<b>Total</b>		<b>60</b>

### Programme Assessment

- Candidates registered for this program shall do coursework and sit for final examinations following assessment procedures approved by the relevant Faculties/Institutes in collaboration with the Directorate of Teaching, Learning and Examination Services (DTLES).
- The coursework portion shall consist of a minimum of 120 credits.
- Candidates shall be allowed to proceed with the dissertation research phase of the Master's programme provided they have less than 3 courses remaining to complete the course work part. Before they can graduate the candidates must successfully complete the entire coursework part with a mean overall grade of 'B' in all courses
- The pass mark for both core and elective courses shall be a 'B' grade average. Candidates whose average pass are below the indicated average grade above, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for a course that has been supplemented shall be a B.
- Candidates failing supplementary examinations shall be required to repeat the course
- Candidates whose overall grade point average is below a 'B' (i.e. below GPA of 3.0) on the coursework part shall be discontinued from studies.

### Master of Science in Information Technology Management (MSITM)

The program is designed to develop professionals who can strategically manage and lead IT functions within organizations.

Graduates of the program will gain advanced conceptual and practical knowledge in information technology, enabling them to develop innovative, ethical, and sustainable solutions to complex local and global challenges. They will be equipped to critically evaluate IT systems, manage secure and interoperable technology solutions, and effectively communicate research findings to diverse audiences. Additionally, the program fosters lifelong learning, critical thinking, and the ability to lead and support sustainable development within the ICT sector locally and internationally.

### Entry requirements

A candidate shall hold:

- Bachelor degree in any field related to Information and Communication Technology or Engineering from the Open University of Tanzania, or any recognized higher learning institutions with a minimum of 2.7 GPA
- Advanced diploma in project management or in a related field of at least upper second level (GPA 3.5)
- A Pass in computer science or mathematics Bachelor's Degree with postgraduate diploma certificate in Information Communication technology or engineering.

### Programme structure

#### Semester 1, Year 1

SN	Code	Course title	Status	Credit
1.	OCS 611	Scientific Research Methods	Core	10
2.	OIM 611	IT Entrepreneurship	Core	10
3.	OIM 613	IT Strategic Management, and Leadership	Core	20
4.	OIM 614	Legal and Ethical Aspects of Computing	Core	20
<b>Total</b>				<b>60</b>

#### Semester 2, Year 1

SN	Code	Course title	Status	Credit
1.	OIM 612	IT Security Planning and Management	Core	20
2.	OIM 617	Management Information Systems	Core	20
3.	OIM 615	Networks and Smart Computing	Elective	20
4.	OIM 616	Big Data and Knowledge Management	Elective	20
<b>Total</b>				<b>60</b>

#### Semester III, Year 2

SN	Code	Title	Status	Credit
1.	OCS 620	Research Project in ICT	Core	60
<b>Total</b>				<b>60</b>

### Programme Assessment

- Candidates registered for this program shall do coursework and sit for final examinations following assessment procedures approved by the relevant Faculties/Institutes in collaboration with the Directorate of Teaching, Learning and Examination Services (DTLES).
- The coursework portion shall consist of a minimum of 120 credits
- Candidates shall be allowed to proceed with the dissertation research phase of the Master's programme provided they have less than 3 courses remaining to complete the course work part. Before they can graduate the candidates must successfully complete the entire coursework part with a mean overall grade of 'B' in all courses
- The pass mark for both core and elective courses shall be a 'B' grade average. Candidates whose average pass are below the indicated average grade above, shall be required to do supplementary examinations in the subjects failed if the overall GPA is at least 3.0. The maximum grade for a course that has been supplemented shall be a B.
- Candidates failing supplementary examinations shall be required to repeat the course
- Candidates whose overall grade point average is below a 'B' (i.e. below GPA of 3.0) on the coursework part shall be discontinued from studies.

### Weight of each component in the final assessment of the programme

S/N	Component	Weight (%)
1.0	<b>Coursework</b>	
	Continuous assessment	40
	Annual examinations	60
2.0	<b>Dissertation</b>	100

Master of Science in Human Nutrition (MSc HN) by Thesis, Master of Science in Food Science (MSc FS) by Thesis, Master of Science in Biology (MSc Biology) by Thesis, Master of Science in Botany (MSc Botany) by Thesis, Master of Science in Zoology (MSc Zoology) by Thesis and Master of Science in Applied Biotechnology (MSc Applied Biotechnology) by Thesis.

These programmes are designed to equip learners with in-depth knowledge and advanced research skills, enabling them to conduct independent, original research in their chosen fields. They combine rigorous coursework with a research project culminating in a thesis, allowing students to explore specialized areas within biology, food, and nutrition—such as ecology, genetics, microbiology, or environmental science. The goal is to prepare graduates for careers in research, academia, or industry by fostering critical thinking, scientific inquiry, and practical expertise in modern biological research techniques.

### **Entry requirements**

For admission to the Masters of Science conducted by research and thesis, a candidate shall either hold the following qualifications;

- A Bachelor degree in a science related studies from the Open University of Tanzania or any other recognized higher learning institutions with a minimum of 2.7 GPA.
- A Pass in computer science or mathematics Bachelor's Degree with postgraduate diploma certificate in science related studies.

### **Programme structure**

- All Masters by thesis programmes are independent research courses where students propose the topic of interest and searches for potential supervisors within the department during application.
- Submission of a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- Proposal writing and approval
- Data collection
- Report writing and publication of three papers
- Two seminar presentations and incorporation of comments given
- Pre viva
- Viva and approval by Senate for graduation

### **Assessment mode**

- i) Assessment process of Masters by thesis shall comprise examination with two parts: the examination of the thesis by external and internal examiners, and the viva voce examination.
- ii) At least two examiners (PhD holders) who are specialists in the subject area approved by the Senate will assess the thesis. One examiner must be external academic staff from higher learning institution other than the Open University of Tanzania.
- iii) For a candidate whose thesis passed as per stated regulation will be eligible and sit for viva voce examination that can be conducted face-to-face or online or both to ascertain that:
  - a) The dissertation/thesis presented (the data, methodology, analysis and findings) is the original work of the candidate.
  - b) The broader subject area in which the study is based is fully grasped
  - c) Any uncertainties or weakness in the dissertation/thesis can be adequately clarified by the candidate
- iv) At the end of viva voce examination, the panel members shall give the verdict and sign a viva voce examination Results that fall under one of the categories as described in form OUT/PG/EX. F8

Master of Science in Environmental Sciences (MSc Environmental Sciences) by Thesis, Master of Science in Chemistry (MSc Chemistry) by Thesis, and Master of Science in Physics (MSc Physics) by Thesis

### **The Master of Science in Environmental Sciences (MSc Environmental Sciences by Thesis), Master of Science in Chemistry (MSc Chemistry by Thesis), and Master of Science in Physics (MSc Physics by Thesis) programmes**

These programmes are designed to equip learners with in-depth knowledge and advanced research skills. These programs focus on enabling students to conduct independent, original research in their specific scientific disciplines. Each program culminates in a thesis, allowing students to deeply explore specialized areas within their chosen field—be it environmental policy, climate change, pollution control for Environmental Sciences; analytical chemistry, organic synthesis, materials science, or theoretical chemistry for Chemistry; or quantum mechanics, astrophysics, condensed matter physics, or computational physics for Physics. The aim is to prepare graduates for successful careers in research, academia, or industry by fostering critical thinking, scientific inquiry, and practical expertise in advanced scientific research techniques.

#### **Entry requirements**

For admission to the Masters of Science conducted by research and thesis, a candidate shall either hold the following qualifications;

- A Bachelor degree in a related field from the Open University of Tanzania or any other recognized higher learning institutions with a minimum of 2.7 GPA.
- A Pass degree in science related field with a postgraduate Diploma certificate in science related studies.

#### **Programme structure**

- All Masters by thesis programmes are independent research courses where students propose the topic of interest and searches for potential supervisors within the department during application.
- Submission of a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- Proposal writing and approval
- Data collection
- Report writing and publication of two papers
- Two seminar presentations and incorporation of comments given
- Pre viva
- Viva and approval by Senate for graduation

#### **Assessment mode**

- i) Assessment process of Masters by thesis shall comprise examination with two parts: the examination of the thesis by external and internal examiners, and the viva voce examination.
- ii) At least two examiners (PhD holders) who are specialists in the subject area approved by the Senate will assess the thesis. One examiner must be external academic staff from higher learning institution other than the Open University of Tanzania.
- iii) For a candidate whose thesis passed as per stated regulation will be eligible and sit for viva voce examination that can be conducted face-to-face or online or both to ascertain that:
  - a) The dissertation/thesis presented (the data, methodology, analysis and findings) is the original work of the candidate.
  - b) The broader subject area in which the study is based is fully grasped
  - c) Any uncertainties or weakness in the dissertation/thesis can be adequately clarified by the candidate

At the end of viva voce examination, the panel members shall give the verdict and sign a viva voce examination Results that fall under one of the categories as described in form OUT/PG/EX.F8



## **WELCOME TO THE 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 five postgraduate programmes

S/N	Programme	Minimum Credits	Tuition Fee (TSh)
1	Doctor of Philosophy	180	9,060,000
2	Master of Laws in International Trade and Investment Law	180	5,770,000
3	Masters of Law in International Criminal Justice	180	5,770,000
4	Master of Law in Information Communication Technology	180	5,770,000
5	Masters of Law in Land Administration and Management	180	5,770,000
6	Masters by Thesis	180	4,370,000
7	Postgraduate Diploma in law	120	2,160,000

### Doctor of Philosophy (PhD)

The PhD Programme by Thesis in the Faculty of Law at the Open University of Tanzania is a prestigious and challenging academic pathway designed to produce highly qualified legal scholars and researchers. This programme emphasizes original research, critical analysis, and scholarly contribution to legal knowledge, policies, and frameworks relevant to Tanzania and the wider legal community. Graduates of this program are expected to demonstrate advanced expertise in legal theory, research methodology, and practical legal issues, enabling them to undertake high-level policy advisory roles, academic careers, and impactful legal scholarship. Upon completion, graduates will be well-positioned to lead, innovate, and influence the development of law and justice in Tanzania and beyond.

### Entry Requirement

A Master Degree of the Open University of Tanzania or from other approved higher learning institutions with a GPA of 3.0.

### Programme structure

- i) PhD by thesis is an independent research programme where a student proposes the topic of interest and searches for potential supervisors within the department before application.
- ii) submit a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- iii) Proposal writing and approval
- iv) Data collection
- v) Report writing and publication of three papers
- vi) Two seminar presentations and incorporation of comments given
- vii) Pre viva
- viii) Viva and approval by Senate for graduation

### Assessment mode

- i) Assessment process shall comprise examination with two parts: the examination of the thesis by external and internal examiners, and the viva voce examination.
- ii) At least three examiners (PhD holders) who are specialists in the subject area approved by the Senate will assess the thesis. Two examiners must be external academic staff from higher learning institution other than the Open University of Tanzania.
- iii) For a candidate whose thesis passed as per stated regulation will be eligible and sit for viva voce examination that can be conducted face-to-face or online or both to ascertain that:
  - a) The dissertation/thesis presented (the data, methodology, analysis and findings) is the original work of the candidate.
  - b) The broader subject area in which the study is based is fully grasped
  - c) Any uncertainties or weakness in the dissertation/thesis can be adequately clarified by the candidate
- iv) At the end of viva voce examination, the panel members shall give the verdict and sign a viva voce examination Results that fall under one of the categories as described in form OUT/PG/EX. F8

## Master of Laws in International Trade and Investment Law Programme

The **Master of Laws in International Trade and Investment Law** at the Open University of Tanzania equips students with a comprehensive understanding of the legal principles governing international trade, investment flows, and economic integration. The programme enhances advanced legal research, analytical thinking, and policy formulation skills crucial for navigating the complex legal frameworks of global commerce and investment treaties. Students explore international trade agreements, dispute resolution mechanisms, investor-state arbitration, and regulatory frameworks through critical analysis and case-based learning. Graduates are well-prepared for careers in international legal practice, trade and investment advisory, government ministries, regional and international organizations, and NGOs, where they contribute to the promotion of fair-trade practices, investment protection, and sustainable economic development.

### Entry requirements

- A holder of honours Degree in Law with a GPA of at least 2.7 or a Pass Degree with a postgraduate Diploma in Law (PGDL) OR
- Holder of honours Non-Law Degree with a GP A of at least 2.7 from a recognized university/institution.

### Programme structure

S/N	Code	Course Title	Status	Credit
1	OLW 631	International Business Transactions	Core	20
2	OLW 632	Legal Aspect of International Trade and Investment Law	Core	20
3	OLW 633	International Commercial Arbitration	Core	20
4	OLW 634	International Investment Arbitration	Core	20
5	OLW 635	International Tax law	Core	20
6	OLW 646	Advance Legal Research Methodology	Core	20
7	OLW 647	Dissertation	Core	60

### Assessment Methods

Each student shall require to

- a) Write one main assignment of at least 6000 words that carrying 60%
- b) Seminar presentation and participation that will carry 40%.

The **Master of Laws in International Criminal Justice** is a specialised programme ideal for law graduates and professionals seeking to deepen their understanding of international criminal law and its practical application. This programme is designed to equip students with both theoretical insights and practical legal skills necessary to address crimes of international concern such as genocide, war crimes, and crimes against humanity. It offers a comprehensive foundation in international criminal justice, blending legal analysis with a broader socio-political perspective. Delivered in a collaborative online learning environment, students engage with peers from diverse backgrounds, gaining global insights and real-world perspectives essential for careers in international tribunals, human rights organisations, and criminal justice systems worldwide.

### Entry requirements

- A holder of honours with GPA of 2.7 and above in Degree in Law or a Pass Degree with PGDL OR
- Holder of honours non-Law Degree from recognized university/institution with minimum of 1 year working experience relevant to the field.

### Programme Structure

S/N	Code	Course title	Status	Credit
1	OLW 691	Principles of international law	Core	20
2	OLW 692	Substantive International Criminal Law	Core	20
3	OLW 693	International Criminal Court	Core	20
4	OLW 694	Contemporary Issues in International Criminal Justice	Core	20

5	OLW 695	Africa and International Criminal Justice	Core	20
6	OLW 646	Advance Legal Research Methodology	Core	20
7	OLW 647	Dissertation	Core	60
				<b>180</b>

### Assessment Methods

Each student shall require to

- a) Write one main assignment of at least 6000 words that carrying 60%
- b) Seminar presentation and participation that will carry 40%.

### Master of Law in Information Communication Technology

The Master of Laws in Information and Communication Technology Law at the Open University of Tanzania is designed to equip graduates with specialized legal expertise and leadership capabilities essential for navigating the dynamic ICT sector. The programme empowers students to influence and lead technological change by focusing on legal frameworks governing digital innovation, cybersecurity, data protection, e-commerce, and intellectual property in the digital space. Learners benefit from a curriculum informed by cutting-edge developments in ICT law and policy. Upon completion, graduates are well-prepared to take on strategic roles in regulatory bodies, legal departments, ICT companies, and international organizations overseeing legal compliance, managing digital rights, and guiding policy development within the ever-evolving digital landscape.

### Entry Requirement

A holder of an honours Degree in Law or a Pass Degree with PGDL, Holder of a Non-Law Degree with a GPA of 2.7 and above from recognized University/institution with at least one year of working experience relevant to the field.

### Programme structure

S/N	Code	Course title	Status	Credit
1	OLW 681	Cybersecurity Regulation	Core	20
2	OLW 682	Artificial Intelligence and Law	Core	20
3	OLW 683	Electronic Communication	Core	20
4	OLW 684	Privacy and Data Protection Law	Core	20
5	OLW 685	Internet Governance Law	Core	20
6	OLW 646	Advance Legal Research Methodology	Core	20
7	OLW 647	Dissertation	Core	60
				<b>180</b>

### Assessment Methods

Each student shall require to

- a) Write one main assignment of at least 6000 words that carrying 60%
- b) Seminar presentation and participation that will carry 40%.

### Masters of Law in Land Administration and Management

The **Master of Laws in Land Management** at the Open University of Tanzania offers students an in-depth understanding of land law, land administration systems, property rights, and sustainable land use practices. The programme enhances advanced legal research, analytical, and policy development skills necessary for addressing complex land-related issues. Students engage with legal frameworks, land dispute resolution mechanisms, and land reform policies through practical case analysis and policy reviews. Graduates are well-prepared for roles in legal practice, land administration authorities, government ministries, NGOs, and international organizations, where they contribute to effective land governance, equitable access to land resources, and the development of sound land management policies.

### Entry requirement

- A holder of honours Degree in Law or a Pass Degree with PGDL
- A holder of honours degree with a G.P.A of 2.7 and above in B.A Geography, land use planning, Tourism, Natural Resource Assessment and other relevant programmes will be eligible and a holder of honours degree with a G.P.A of 2.7 and above in BSC forest, environmental science, land survey and other relevant programmes will be eligible.

### Programme structure

S/N	Code	Course title	Status	Credit
1	OLW 641	Land Administration and Management	Core	20
2	OLW 642	Real Estate Law and Conveyancing	Core	20
3	OLW 643	Natural resources and environmental Law	Core	20
4	OLW 644	Urban Planning and Development Law	Core	20
5	OLW 645	Real Estate Investment Law	Core	20
6	OLW 644	Advance Legal Research Methodology	Core	20
7	OLW 647	Dissertation	Core	60
				<b>180</b>

### Assessment Methods

Each student shall require to

- a) Write one main assignment of at least 6000 words that carrying 60%
- b) Seminar presentation and participation that will carry 40%.

### Masters of Law by thesis

The Master of Laws (LL.M) by Thesis is a specialised postgraduate programme designed for individuals seeking to deepen their understanding of law through rigorous, independent research. This programme goes beyond learning legal rules and concepts, it offers a solid grounding in legal principles while sharpening your ability to analyze complex legal issues, conduct advanced research, and present findings with clarity and confidence. Ideal for aspiring academics, policy-makers, legal practitioners, or professionals aiming to make a meaningful impact in law, governance, or public service, the LL.M by Thesis empowers learner to contribute original insights to the legal field and prepares them for further academic or professional advancement.

### Programme structure

- All Masters by thesis programmes are independent research courses where students propose the topic of interest and searches for potential supervisors within the department during application.
- submit a concept note (short summary of the research) of the subject of study and/or research that he/she proposes to pursue during application.
- Proposal writing and approval
- Data collection
- Report writing and publication of two papers
- Two seminar presentations and incorporation of comments given
- Pre viva
- Viva and approval by Senate for graduation

### Postgraduate Diploma

Postgraduate diploma in law programme offers more than just an introduction to legal rules and concepts. It provides a solid foundation in the principles of law, while helping you develop essential skills in legal analysis, research, and clear presentation. Whether you're aiming for a career in law, public service, business, or simply want to strengthen your legal understanding, this diploma opens the door to countless opportunities.

### Entry requirement

- A pass bachelor degree from the Open University of Tanzania or any recognized higher learning institution.
- A bachelor a degree of any classification from the Open University of Tanzania, or any recognized higher learning institutions,
- Unclassified degree grades which do not qualify them for direct entry into Master degree.

### Programme structure

All candidates shall study a maximum of five (5) courses, which shall comprise OLW 501 Legal method and OLW 508 Jurisprudence as compulsory subjects and any other three courses of the students' choice which were not studied at the undergraduate level for those with bachelor of laws background. Those without legal background they can choose any three core courses to make 12 units equivalent to 120 credits.

### Compulsory Courses Units

Code	Title	Unit(s)
OLW 501	Legal Method	3
OLW 508	Jurisprudence	3

Code	Title	Status	Unit(s)
OLW 507	Civil Procedure	Core	2
OLW 508	Jurisprudence	Core	2
OLW 509	Law of Contract	Core	2
OLW 510	Conflict of Laws	Option	1
OLW 511	Succession and Trusts	Option	1
OLW 512	Tax Law	Core	2
OLW 513	Criminal Law and Procedure	Core	2
OLW 514	Family Law	Core	2
OLW 515	Sales of Goods/Negotiable Instruments	Option	1
OLW 516	International Law	Core	2
OLW 517	Constitutions and Legal Systems of East Africa	Core	2
OLW 518	Administrative Law	Core	2
OLW 519	Law of Evidence	Core	2
OLW 520	Land Law	Core	2
OLW 521	Law of Tort	Core	2
OLW 522	Commercial Law	Option	1
OLW 523	Constitutional Law	Option	1
OLW 524	Criminology and Penology	Option	1
OLW 525	Islamic Law	Option	1
OLW 526	Labour Law	Core	2
OLW 527	Legal Aspects of International Trade and Investments	Option	1

## **1.0 RESEARCH SUPERVISION REGULATIONS**

### **1.1 Appointment of supervisors for thesis and dissertation**

The appointment of supervisors shall be done by Senate based on the recommendation by the relevant Faculties through Postgraduate steering committee. The supervisor appointment shall be as follows;

- i) Each Master's and PhD student shall be assigned a minimum of two supervisors, both of whom must be PhD holder.
- ii) In case a student assigned supervisor from other approved University rather than OUT, shall also be allocated local supervisor from the Open University of Tanzania. The supervisor from OUT should be principal supervisor while another one will be a co-supervisor.
- iii) Supervisors shall be normally members of the academic staff of the University. In special cases, however, suitable persons within and outside the University, may be appointed.

### **1.2 Change and addition of Supervisor(s)**

#### **a) Change of supervisor**

- i) The student is required to undertake a PhD thesis or dissertation under the supervision of the assigned supervisor. A change of supervisor may be requested by either the student or the supervisor, provided there are sufficient grounds demonstrating that the continuation of supervision may hinder the successful completion of the student's studies, whether due to the actions of the student or the supervisor.
- ii) The ground to change of the supervisor shall be; -
  - a) Breakdown in communication between the student and the supervisor.
  - b) Personal clashes and conflicts between the supervisor and the candidate.
  - c) Hostile relationship between the supervisor and the candidate.
  - d) Refusal of the candidate to follow the supervisor's advice.
  - e) Harassment, including sexual, ethnic, religious, discrimination, bullying or any other form.
  - f) Any other action that may demonstrate that continuation of supervision may hinder the successful completion of the student's studies, whether due to the actions of the student or the supervisor.
- iii) Any request for a change of supervisor shall be submitted in writing to the Head of Department (HoD) by either the student or the supervisor. The findings and recommendation of the HoD shall be subject to approval by the Department, the Faculty Board, the Postgraduate Studies Committee (PGSC), and finally by the Senate.

Where it is established that difficulties in supervision or progress of the candidate are attributable to either the candidate or the supervisor, the following actions may be taken as appropriate:

- a) The candidate shall be issued with a written warning outlining the identified weaknesses, where it is established that the candidate is responsible for the problem.
- b) The candidate may be transferred to another department, where such transfer is both necessary and practicable.
- c) Where it is established that the supervisor is responsible for the problem, he or she shall be formally notified of the deficiencies and may continue to supervise the candidate, subject to conditions that may be imposed by the relevant authority.
- d) In cases where no other qualified individual is available within the department to assume supervisory responsibilities, the Head of Department may constitute a small advisory panel to guide the candidate through the remainder of the programme.
- e) Any other reasonable and justifiable action may be taken in the circumstances, including the discontinuation of the candidate from the programme, in accordance with the University's regulations.

- f) Where appropriate, the supervisor may be relieved of supervisory responsibilities, subject to due process and the relevant university's procedures.
- b) An additional of supervisor may be requested by either the student or the supervisor, provided there are sufficient grounds demonstrating that the continuation of supervision may hinder the successful completion of the student's studies, in absence of additional supervisor. The grounds for additional supervisor shall be:
- i) Interdisciplinary Research Scope, where the nature of the research spans multiple disciplines, and the expertise required cannot be adequately provided by a single supervisor.
  - ii) Specialized expertise required where specific aspects of the research demand specialized knowledge or technical input beyond the competence or primary field of the main supervisor.
  - iii) Increased workload or availability constraints where the principal supervisors are unable to provide adequate time or guidance due to workload, sabbatical leave, illness, or other institutional responsibilities.
  - iv) Capacity building or mentorship where the principal supervisor is newly appointed or still developing supervisory experience, and a senior academic is required to provide co-supervision or mentorship support.
  - v) Enhancing quality assurance where the academic unit deems it necessary to improve the quality and robustness of supervision through complementary academic input.
  - vi) Request by student or supervisor upon written request by either the student or the current supervisor, citing valid academic or supervisory needs that justify additional support.
  - vii) Change in research focus or methodology where the research focus or methodology shifts significantly, necessitating expertise not originally foreseen at the time of initial supervisor appointment.
- c) A request for the change or addition of supervisor(s) shall be initiated by either the candidate or the Department/Faculty, and shall be submitted through a duly completed form OUT/PG/SP. F7. The request must clearly provide the rationale justifying the proposed change or the appointment of a new or additional supervisor, and shall be subject to approval in accordance with the relevant University procedures and regulations.

**d) Termination of Supervisory Role Due to Expiry of Contract**

In the event that a supervisor ceases to be an employee of the Open University of Tanzania due to the expiration or termination of their contract, the following measures shall apply:

- i) Where the student is at an advanced stage of their studies, appropriate arrangements shall be made to enable the outgoing supervisor to continue guiding the student to the successful completion of the programme, subject to mutual agreement and institutional approval.
- ii) Where the student is at the initial or early stages of research, a new supervisor shall be appointed by the relevant academic authority to assume full supervisory responsibilities.

**1.3 Supervisor-Students Communication**

- i) The postgraduate candidate shall maintain regular and constructive communication with his/her supervisor(s), the Head of Department, the Dean of Faculty, and the Directorate of Postgraduate Studies.
- ii) Communication may be conducted through one of the following officially recognized means: Telephone, Email, Progress Report Forms and Formal written letters.
- iii) All communication shall be conducted in a professional and respectful manner, and records of such communication shall be retained where necessary to ensure academic accountability and transparency.

**1.4 Filling and submission of progress report**

- i) Every registered candidate is required to fill and submit a progress report OUT/PG/SP. F6 every six months that shall be forwarded to the DPGS through his/her supervisor(s) Head of Department, Faculty dean and Director of Finance.

- ii) A candidate who fails to submit a progress report within six months of the due date of submission shall be required to show cause in writing for his/her failure to show progress in studies.
- iii) Where an employer requires a postgraduate candidate's progress report for purposes of monitoring academic performance or meeting employment-related obligations, a formal written request shall be submitted to the Vice Chancellor. The request must specify the candidate's full name, registration number, and academic programme. Upon verification, the University shall transmit the report directly to the requesting employer. The report shall not be released to the candidate in place of the employer under any circumstances.

## **2.0 EXAMINATION REGULATIONS**

### **2.1 PhD/Master's Theses**

#### **1. Use of the Postgraduate Information Management System (PGIMS)**

All academic exchanges between supervisors and postgraduate candidates, including the provision of comments, feedback, and approvals, shall be conducted exclusively through the Postgraduate Information Management System (PGIMS). Alternative means of communication shall be limited to administrative or logistical arrangements only.

#### **2. Duration for Completion of Proposal Stage**

- i) A candidate shall be required to complete the proposal writing stage within a period of six (6) months for Master's programmes and nine (9) months for PhD programmes, calculated from the date of official allocation of supervisors.
- ii) Failure to complete the proposal stage within prescribed period shall result in deregistration from the programme, unless the candidate submits a written justification for the delay that is duly considered and accepted by the relevant University authorities.

### **2.2 Proposal Defence and Seminar Presentation**

#### **1. Initiation and Endorsement of Proposal Defence**

A candidate shall initiate a request for proposal defence through the Postgraduate Information Management System (PGIMS). Upon submission, the supervisors shall review the proposal and, upon satisfaction, endorse and forward the same to the Head of Department (HoD) for further processing.

#### **2. Appointment of Discussants and Proposal Dissemination**

The HoD shall appoint two qualified academic staff members as discussants and submit their names to the Faculty Postgraduate (PG) Coordinator. The proposal shall be provided to the discussants at least fourteen (14) days prior to the scheduled presentation date to enable adequate time for review and report submission.

#### **3. Organization of the Proposal Defence Seminar**

The faculty postgraduate coordinator shall organize the proposal defence seminar within thirty (30) days from the date of proposal submission. The coordinator shall notify the candidate and all members of the panel of the date, time, and venue. The panel shall comprise:

The Dean of the Faculty (Chairperson), the head of department, the two discussants, the faculty postgraduate Coordinator and appointed secretary from the academic staff of the relevant department.

#### **4. Conduct of the Proposal Defence**

The candidate shall be allocated twenty (20) minutes for presentation, followed by up to sixty (60) minutes for the question-and-answer session and panel deliberations. The Chairperson shall communicate the verdict to the candidate thereafter.

**5. Evaluation and Grading of the Proposal Stage**

The proposal defence shall constitute twenty percent (20%) of the total credit requirement for both Master's and PhD programmes, distributed as follows:

10% for the written proposal (5% by each discussant) 10% for the oral presentation (2.5% by each of the following: Discussant 1, Discussant 2, Dean, and HoD), using Form OUT/PG/SP.F1

**6. Eligibility for Research Clearance**

A candidate scoring at least 10% out of the allocated 20% shall be eligible to apply for research clearance through PGIMS using Form OUT/PG/SP. F2. A candidate scoring below 10% may reappear for the presentation not more than twice. Failure on the third attempt shall result in discontinuation from the programme.

**7. Submission of Defence Results and Processing**

The head of department shall submit the defence results and proceedings to the Dean, who shall forward: The scores to the Director of Teaching, Learning and Examination Services (DTLES) for entry into ARMIS The proceedings to the Directorate of Postgraduate Studies (DPGS) for uploading into PGIMS This process shall be completed within fourteen (14) days from the date of the seminar.

**8. Revision and Resubmission of Proposal**

Where comments are issued, the candidate shall upload the revised proposal and a response matrix through PGIMS within thirty (30) days from receipt of the defence report.

**9. Conditions for Issuance of Research Clearance Letter**

A candidate shall only be eligible to request a research clearance letter upon passing the proposal as prescribed under these and paying at least fifty percent (50%) of the total programme fees,

**10. Issuance of Research Clearance**

The DPGS shall issue the research clearance letter through PGIMS within seven (7) days after receiving a valid request.

**11. Duration for Research and Thesis Writing**

The research and thesis writing period shall be eight (8) months for Master's candidates, Eighteen (18) months for PhD candidates.

**12. Seminar Presentations Following Data Collection**

A candidate shall initiate seminar presentation requests via PGIMS.

- i) Two seminars shall be conducted: First seminar: Data sources (7.5%), Second seminar: Pre-viva voce (7.5%)
- ii) Each seminar request must be approved and forwarded by the supervisor to the Head of department and that draft thesis shall be submitted via PGIMS.

**13. Appointment of Discussants for Seminars**

The head of department shall appoint two experts to serve as discussants for each seminar. The draft thesis shall be submitted to them no later than fourteen (14) days before the seminar date.

**14. Organization of Seminar Presentations**

The head of department shall organize each seminar presentation within four (4) weeks of draft submission and shall notify the candidate and panel members of the date, time, and venue. The panel shall consist of the Dean as (Chairperson), The head of department, two discussants and an appointed secretary from the academic staff.

### **15. Conduct and Verdict of Seminar Presentations**

The candidate shall be allowed thirty (30) minutes for presentation, followed by a maximum of sixty (60) minutes for questions and deliberations. The Chairperson shall communicate the verdict at the end of the session.

### **16. Seminar Evaluation and Grading**

Each seminar shall contribute up to 7.5% of the total programme credits. Mark allocation shall be: 3% from discussants (draft thesis), 4.5% for the presentation (2.5% from discussants, 1% from Dean, 1% from Head of department), Scoring shall be recorded using Form OUT/PG/SP. F3.

### **17. Reappearance for Seminar Presentations**

A candidate must attain a minimum of 3.75% in each seminar to progress to the next stage. Failure to achieve this shall require reappearance for the respective seminar.

### **18. Submission of Seminar Results and Revisions**

- i) The Head of department shall forward seminar results and proceedings to the Dean, who shall submit: Scores to DTLES for ARMIS entry, Proceedings to DPGS for PGIMS upload
- ii) If comments are issued, the candidate must revise the draft thesis and upload it with a response matrix through PGIMS within thirty (30) days.

### **19. Submission of Thesis for Examination**

Upon successful completion of the pre-viva voce seminar, the candidate shall be permitted to submit the thesis for examination, in accordance with the applicable postgraduate examination regulations.

### **20. Faculty-Level Reporting**

Each Faculty shall report the research progress of postgraduate candidates to the Faculty Board on a quarterly basis and forward the report to the Postgraduate Studies Committee (PGSC).

## **3.0 EXAMINATION REGULATIONS FOR MASTERS BY COURSE WORK AND DISSERTATION**

### **3.1 Use of the Postgraduate Information Management System**

All academic exchanges between supervisors and postgraduate candidates, including the provision of comments, feedback, and approvals, shall be conducted exclusively through the Postgraduate Information Management System (PGIMS). Alternative means of communication shall be limited to administrative or logistical arrangements only.

### **3.2 Duration for Completion of Proposal Stage**

- i) A candidate shall be required to complete the proposal writing stage within a period of six (6) months for Master's programmes and nine (9) months for PhD programmes, calculated from the date of official allocation of supervisors.
- ii) Failure to complete the proposal stage within prescribed period shall result in deregistration from the programme, unless the candidate submits a written justification for the delay that is duly considered and accepted by the relevant University authorities.

### **3.3 Proposal Defence and Seminar Presentation**

A candidate shall initiate a request for proposal defence through the Postgraduate Information Management System (PGIMS). Upon submission, the supervisors shall review the proposal and, upon satisfaction, endorse and forward the same to the Head of Department (HoD) for further processing.

### **3.4 Appointment of Discussants and Proposal Dissemination**

- i) Upon receiving the endorsed proposal, the HoD shall appoint two qualified academic staff members as discussants and submit their names to the Faculty Postgraduate (PG) Coordinator.

- ii) The proposal shall be provided to the discussants at least fourteen (14) days prior to the scheduled presentation date to enable adequate time for review and report submission.

### **3.5 Organization of the Proposal Defence Seminar**

The Faculty PG Coordinator shall organize the proposal defence seminar within thirty (30) days from the date of proposal submission. The coordinator shall notify the candidate and all members of the panel of the date, time, and venue. The panel shall comprise: the Dean of the Faculty as Chairperson, the HoD, the two discussants, the faculty postgraduate coordinator and appointed secretary from the academic staff of the relevant department.

### **3.6 Conduct of the Proposal Defence**

The candidate shall be allocated twenty (20) minutes for presentation, followed by up to sixty (60) minutes for the question-and-answer session and panel deliberations. The Chairperson shall communicate the verdict to the candidate thereafter.

### **3.7 Evaluation and Grading of the Proposal Stage**

The proposal defence shall constitute twenty percent (20%) of the total credit requirement for both Master's and PhD programmes, distributed as follows: 10% for the written proposal (5% by each discussant) 10% for the oral presentation (2.5% by each of the following: Discussant 1, Discussant 2, Dean, and HoD), using Form OUT/PG/SP. F1

### **3.8 Eligibility for Research Clearance**

- i) A candidate scoring at least 10% out of the allocated 20% shall be eligible to apply for research clearance through PGIMS using Form OUT/PG/SP. F2.
- ii) A candidate scoring below 10% may reappear for the presentation not more than twice. Failure on the third attempt shall result in discontinuation from the programme.

### **3.9 Submission of Defence Results and Processing**

The HoD shall submit the defence results and proceedings to the Dean, who shall forward: The scores to the Director of Teaching, Learning and Examination Services (DTLES) for entry into ARMIS The proceedings to the Directorate of Postgraduate Studies (DPGS) for uploading into PGIMS This process shall be completed within fourteen (14) days from the date of the seminar.

### **3.10 Revision and Resubmission of Proposal**

Where comments are issued, the candidate shall upload the revised proposal and a response matrix through PGIMS within thirty (30) days from receipt of the defence report.

### **3.11 Conditions for Issuance of Research Clearance Letter**

A candidate shall only be eligible to request a research clearance letter passing research proposal and Paid at least fifty percent (50%) of the total programme fees.

### **3.12 Issuance of Research Clearance**

The DPGS shall issue the research clearance letter through PGIMS within seven (7) days of receiving a valid request.

### **3.13 Duration for Dissertation Writing**

The dissertation writing period shall be: Eight (8) months for Master's candidates.

### **3.14 Seminar Presentations Following Data Collection**

A candidate shall initiate seminar presentation requests via PGIMS.

- i) Two seminars shall be conducted: First seminar: Data sources (7.5%), Second seminar: Pre-*via voce* (7.5%)
- ii) Each seminar request must be approved and forwarded by the supervisor to the HoD. A draft thesis shall be submitted via PGIMS.

### **3.15 Appointment of Discussants for Seminars**

The HoD shall appoint two experts to serve as discussants for each seminar. The draft dissertation shall be submitted to them no later than fourteen (14) days before the seminar date.

## **4.0 RESEARCH PROCESS, PROPOSAL DEFENCE, PRE-VIVA, AND REPORTING REGULATIONS**

### **4.1 Use of PGIMS for Official Communication**

All official communication and exchange of information between supervisors and postgraduate candidates shall be conducted exclusively through the Postgraduate Information Management System (PGIMS) throughout the duration of the programme.

### **4.2 Timeline for Completion of Proposal Stage**

A candidate shall complete the proposal writing stage within a period not exceeding three (3) months for Master's programmes and five (5) months for Doctoral programmes from the date of supervisor allocation, unless a written justification for the delay is submitted and accepted.

### **4.3 Submission and Endorsement of Proposal Defence Request**

A candidate shall submit a request for proposal defence through PGIMS, which must be endorsed by the assigned supervisor and forwarded to the Programme Coordinator. The proposal document shall be uploaded into the PGIMS system.

### **4.4 Appointment of Discussants and Proposal Circulation**

The Head of Department (HoD), through the Programme Coordinator, shall appoint two discussants for the proposal. The coordinator shall provide the proposal document to the appointed discussants, who shall submit their reports within a maximum of fourteen (14) days.

### **4.5 Organization of Proposal Defence Seminar**

- i) The HoD shall organize the proposal seminar within thirty (30) days following proposal submission.
- ii) The Programme Coordinator shall notify the student and all members of the panel of the defence date, time, and venue. The panel shall consist of: The Head of department as Chairperson, Two discussants, The Faculty Postgraduate Coordinator.

### **4.6 Conduct and Duration of Proposal Defence**

The candidate shall be allowed twenty (20) minutes to present the proposal, followed by a maximum of forty (40) minutes for the question-and-answer session. Upon conclusion, the panelists shall deliberate and reach a decision.

### **4.7 Evaluation of Proposal Defence**

- i) The proposal defence shall contribute up to twenty-five percent (25%) of the total credits required for completion of the programme. Marks shall be distributed as follows: 10% by each of the two discussants (20% total), 3% by the HoD, 2% by the Faculty PG Coordinator
- ii) Panelists shall use form OUT/PG/SP. F4 for evaluation.

### **4.8 Eligibility for Research Clearance**

A candidate who secures at least fifteen percent (15%) of the total 25% allocated for the proposal defence shall be eligible to apply for research clearance through PGIMS using form OUT/PG/SP.02. A candidate who fails to attain the minimum pass mark shall be permitted to reappear for the defence not more than twice. Failure to pass after three (3) attempts shall result in discontinuation from the programme.

### **4.9 Communication of Defence Verdict**

The Chairperson of the proposal seminar shall inform the candidate of the panel's verdict.

#### **4.10 Submission of Defence Scores and Proceedings**

The HoD shall submit the seminar scores and proceedings to the Dean of the Faculty, who shall thereafter forward:

- i) The results to the Director of Teaching, Learning and Examination Services for entry into ARMIS
- ii) The proceedings to the Directorate of Postgraduate Studies for upload into PGIMS

#### **4.11 Proposal Revisions Based on Panel Comments**

Where comments are issued during the defence, the candidate shall revise the proposal accordingly and upload both the revised proposal and a response matrix into PGIMS.

#### **4.12 Conditions for Research Clearance Letter**

A candidate shall only be eligible to request a research clearance letter via PGIMS upon: successfully passing proposal and paid at least fifty percent (50%) of the dissertation fee.

#### **4.13 Issuance of Research Clearance Letter**

The DPGS shall issue the research clearance letter through PGIMS within seven (7) days from the date of a valid request.

#### **4.14 Duration of Research and Thesis Writing**

Master's candidates shall conduct research, analyse data, and write a dissertation within eight (8) months, while Doctoral candidates shall do so within eighteen (18) months, unless valid justification for delay is provided. Supervisors shall verify the authenticity of the data used in the thesis.

#### **4.15 Pre-Viva Voce Request and Endorsement**

A candidate shall initiate a pre-viva voce presentation request through PGIMS, which must be endorsed by the supervisor and forwarded to the Programme Coordinator. The draft dissertation shall be submitted through PGIMS.

#### **4.16 Appointment of Pre-Viva Discussants**

The Head of department, through the Programme Coordinator, shall appoint two discussants for the pre-viva. The Programme Coordinator shall provide the draft dissertation to the discussants, who shall submit their evaluation reports within fourteen (14) days.

#### **4.17 Organization of Pre-Viva Presentation**

The HoD shall schedule the pre-viva seminar within two (2) weeks from the date of submission of the draft thesis. The Programme Coordinator shall notify the candidate and panel members of the date, time, and venue. The panel shall comprise: The head of department as Chairperson, Two discussants and The Faculty Postgraduate Coordinator as secretary.

#### **4.18 Conduct and Duration of Pre-Viva**

The candidate shall be allocated thirty (30) minutes for presentation and up to forty (40) minutes for the question-and-answer session. At the conclusion of the session, the panel shall deliberate and the Chairperson shall communicate the verdict to the candidate.

#### **4.19 Evaluation of Pre-Viva**

- i) The pre-viva shall carry ten percent (10%) of the total credits for the programme. Marks shall be allocated as follows: 4% from each discussant (8% total), 2% from the supervisor(s)
- ii) Evaluation shall be recorded using form OUT/PG/SP. F5.

#### **4.20 Eligibility for Dissertation Submission**

A candidate must score at least five percent (5%) of the ten percent (10%) allocated for the pre-viva in order to proceed to thesis submission. A candidate scoring below 5% shall be required to reappear for the pre-viva presentation.

#### **4.21 Submission of Pre-Viva Results**

The Head of department shall submit the pre-viva scores and proceedings to the Dean of the Faculty, who shall forward the results to DTLES for entry into ARMIS.

#### **4.22 Pre-Viva Revisions and Resubmission**

Where comments are issued during the pre-viva, the candidate shall revise the draft dissertation accordingly and upload the revised version together with a response matrix into PGIMS.

#### **4.23 Submission of Final Dissertation for Examination**

Upon successful completion of the pre-viva, the candidate shall be permitted to submit the final dissertation for examination in accordance with the applicable postgraduate examination regulations.

#### **4.24 Academic Progress Reporting**

Each candidate shall complete an academic progress report every six (6) months through PGIMS, using the designated online form (OUT/PG/SP. F6). The report shall be submitted sequentially through the Supervisor, HoD, and Dean to the Deputy Vice Chancellor (Academic, Research and Consultancy) via DPGS.

#### **4.25 Quarterly Reporting to the PGSC**

Each Faculty shall compile and report postgraduate candidates' research progress stages to the respective Faculty Board on a quarterly basis, and forward the same to the Postgraduate Studies Committee (PGSC).

#### **4.26 Obligation of the students**

- i) To complete and submit an academic progress report every six months using the online form OUT/PG/SP. F6.
- ii) To be conversant with, and comply with, University regulations and all Higher Degree Guidelines.
- iii) To prepare the thesis or dissertation in accordance with the applicable general Faculty guidelines.
- iv) To complete the research within the prescribed period.
- v) To maintain regular communication with the supervisors and the Head of Department.
- vi) To publish articles originating from the thesis or dissertation

#### **4.27 Obligations of the Supervisor**

- i) To acquaint themselves with all applicable University regulations governing higher degrees.
- ii) To know the assigned student and be familiar with any special challenges the student may face, including relevant academic or personal circumstances.
- iii) To provide close and continuous supervision, and to impart skills in research methodology, academic writing, and the presentation of research findings.
- iv) To guide the student in identifying and formulating a suitable research topic for the thesis or dissertation.
- v) To advise the student based on their demonstrated progress and, where necessary, recommend modifications to the research direction or approach.
- vi) To be responsible for monitoring and tracking the candidate's progress throughout the entire research period.
- vii) To ensure that the student submits a thesis or dissertation that meets the academic standards required for the award of the intended degree.
- viii) To receive, read, discuss, and provide constructive comments and guidance on the student's thesis or dissertation drafts.
- ix) To read the final draft of the thesis or dissertation in its entirety and confirm that it is ready for examination.

- x) To recommend qualified external examiners for the candidate's thesis or dissertation to the Head of Department.
- xi) To guide the student in revising the thesis or dissertation in accordance with recommendations made by external or internal examiners.
- xii) To assess and monitor the level of plagiarism at all stages of the thesis or dissertation writing process.

## **5.0 EXAMINATION REGULATIONS FOR PhD AND MASTERS COURSEWORK**

**5.1** Candidates enrolled in coursework and dissertation postgraduate programmes shall undertake coursework and sit for final examinations in accordance with assessment procedures approved by the respective Faculties or Institutes, in consultation with the Directorate of Teaching, Learning and Examination Services (DTLES).

Unless otherwise provided in specific programme regulations, the University's General Undergraduate Examination Regulations shall apply mutatis mutandis to the conduct of examinations for all postgraduate courses.

### **5.2 Coursework Credit Requirements**

The coursework component shall consist of:

- i) A minimum of twelve (12) units, equivalent to one hundred and twenty (120) credits, for Master's degree programmes;
- ii) A minimum of eighteen (18) units, equivalent to one hundred and eighty (180) credits, for Doctoral programmes, including all core courses as prescribed by the respective Faculty or Institute.

### **5.3 Progression to Dissertation Phase**

- i) A student shall be permitted to proceed to the dissertation research phase of the Master's or PhD programme upon completion of all or more than three (3) coursework courses one of the courses must be research methodology.
- ii) No candidate shall be eligible for graduation without successful completion of all required coursework components.

### **5.4 Minimum Pass Requirements**

- i) The minimum pass grade for both core and elective courses shall be a 'B' grade.
- ii) Candidates who attain less than a 'B' grade in any course shall be required to sit for a supplementary examination in the failed course.
- iii) The maximum attainable grade for any course passed through a supplementary examination shall be 'B'.

### **5.5 Discontinuation for Low GPA**

A candidate whose overall Grade Point Average (GPA) for the coursework component is below 3.0 (B grade average) shall be discontinued from the programme.

### **5.6 Eligibility for Supplementary Examinations**

A candidate who fails one or more courses but has an overall GPA of 3.0 or above shall be eligible to sit for supplementary examinations in the failed course(s).

### **5.7 Repeating Failed Courses**

A candidate who fails a supplementary examination shall be required to repeat the respective course in the subsequent academic period.

**5.8** Examination grading system at the OUT shall follow the system indicated in Table 3.1.

**Table 3.1: Examination grading system at the Open University of Tanzania**

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

**5.9** Final GPA for a degree shall be calculated based on the minimum required credits to complete the programme by including all prescribed core courses and the best performed elective courses. In calculating the final GPA, the total grade points of all courses are divided by the total credits. GPA figures shall be rounded to the nearest single decimal.

**5.10** Grades for all courses attempted by the candidate shall appear in the academic transcript.

### **5.11 Examination regulations for PhD and Master's Dissertation**

#### **1. Eligibility for Dissertation Submission**

Only a candidate who has successfully completed the coursework component of the programme and paid all applicable University fees in full shall be permitted to submit a dissertation for examination.

#### **2. Intention to Submit and Initial Procedures**

- i) A candidate shall complete and submit the "Intention to Submit Dissertation" form (OUT/PG/EX. F1), accompanied by the dissertation, to the Head of Department (HoD), who shall thereafter forward the dissertation to the Directorate of Postgraduate Studies (DPGS).
- ii) A candidate shall submit two (2) loose-bound hard copies of the dissertation for examination and one (1) soft copy in Microsoft Word format via email to: [dpgs.examination@out.ac.tz](mailto:dpgs.examination@out.ac.tz).

#### **3. Appointment and Qualification of Examiners**

- i) Every dissertation submitted for a Master's degree by coursework and dissertation shall be examined by a minimum of two (2) PhD holders who are specialists in the relevant subject area and approved by Senate.
- ii) One examiner shall be an external academic affiliated with a recognized higher learning institution other than the Open University of Tanzania.

#### **4. Timeframe and Reassignment of Examiner**

- i) Each examiner shall submit a detailed report on the dissertation within two (2) months from the date of receipt.
- ii) Where an examiner fails to submit the report within the stipulated timeframe, a written reminder shall be issued granting an additional period of one (1) month. If the report is still not submitted within the extension period, the dissertation shall be formally withdrawn from that examiner and reassigned to another qualified examiner.

#### **5. Assessment and Verdict of the Dissertation**

The examiners shall evaluate the dissertation using the official OUT Dissertation Assessment Form (OUT/PG/EX. F2) and issue one of the following verdicts:

- i) The degree is awarded to the candidate unconditionally.
- ii) The degree is awarded subject to typographical correction/minor revisions.
- iii) The degree is awarded subject to substantial corrections and revision as indicated in the examination report.
- iv) The degree not awarded but the candidate be allowed to revise and resubmit his/her dissertation for re-examination.
- v) The dissertation is rejected outright.

## **6. Time frame for resubmission of the dissertation**

- i) Award with Minor Revisions subject to typographical corrections or minor revisions, the revised dissertation shall be submitted within a minimum of one (1) month and a maximum of two (2) months from the date of the oral or viva voce examination.
- ii) Where Award with Substantial Revisions subject to substantial corrections and revisions as specified in the examiner's report for Master's students: resubmission shall be within a minimum of one (1) month and a maximum of three (3) months. For PhD students: resubmission shall be within a minimum of two (2) months and a maximum of six (6) months.
- iii) The corrections must be verified by the Head of department and the internal examiner.
- iv) Resubmission for Re-examination, where the degree is not awarded, but the candidate is permitted to revise and resubmit the dissertation for re-examination. Resubmission shall be made within not less than six (6) months and not more than nine (9) months. If the resubmitted dissertation is failed by the examiners, it shall not be subject to further re-examination.
- v) Outright Rejection – The dissertation is rejected outright and no further resubmission shall be permitted.

## **7. Exit Award for Failed Dissertation**

A candidate who fails the dissertation may be eligible for an exit award, subject to provisions in the approved curriculum document.

## **8. Failure to Submit Within Prescribed Period**

A candidate who, without justifiable cause, fails to submit the final dissertation within the timelines stipulated period shall be deemed to have failed and shall be discontinued from studies.

## **9. Resolution of Conflicting Examiner Reports**

Where examiner recommendations differ substantially by giving passes and one fails, the relevant Faculty shall review the case and recommend one of the following; --

- a) Adoption of the recommendation of the external examiner; or
- b) Appointment of an additional independent examiner, with no knowledge of the previous reports.

Where an additional examiner is appointed, the final verdict shall be based on the tally of any two matching outcomes among the three examiners.

## **5.12 Examination Regulations for Oral Examinations Master's Degree by Coursework and Dissertation**

### **1. Eligibility for Oral Examination**

A candidate shall qualify for the oral examination only upon:

- a) Obtaining an overall grade of "B" or higher, as determined by the examiners' reports;
- b) Successfully completing all prescribed coursework requirements; and
- c) Settling all outstanding University fees.

### **2. Organisation of Oral Examinations**

All oral examinations shall be organised at the faculty level, upon receipt of the examiners' reports from the Directorate of Postgraduate Studies (DPGS).

### **3. Scope of Oral Examination**

A candidate permitted to sit for the oral examination shall be examined on the following aspects:

- a) The originality of the candidate's work;
- b) The candidate's comprehensive understanding of the broader subject area; and
- c) The overall quality of the dissertation.

### **4. Composition of the Oral Examination Panel**

The oral examination shall be conducted by a panel of not less than three (3) examiners approved by the Senate, composed as follows:

- a) At least two (2) subject-area specialists holding a PhD;
- b) The Head of Department who shall serve as Chairperson; and
- c) The Programme Coordinator who shall be responsible for recording the proceedings and managing logistical arrangements.

**5. Access to Examination Materials**

Panel members shall be provided with the examiners' reports and a copy of the candidate's dissertation no later than three (3) days prior to the scheduled date of the oral examination.

**6. Mode of Examination**

The oral examination may be conducted face-to-face, online, or through a combination of both modalities.

**7. Online Oral Examinations**

Where the oral examination is conducted wholly or partly online, the provisions of Section 3.7 of the Open University of Tanzania Guidelines on the Use of Online Technology for Staff and Postgraduate Students shall apply.

**8. Duration and Format of the Examination**

The candidate shall be allowed a maximum of ten (10) minutes to orally present his/her work, followed by a question-and-answer session and panel deliberations not exceeding fifty (50) minutes in total.

**9. Determination of Ownership of Work**

At the conclusion of the oral examination, panel members shall complete and sign Form OUT/PG/EX. F5, indicating whether the candidate has demonstrated ownership of the work presented.

**10. Failure to Prove Ownership of Work**

- a) A candidate who fails to establish ownership of the work shall be given an opportunity to reappear for the oral examination.
- b) A candidate who fails to demonstrate ownership of the work upon reappearance shall be considered for an exit award in accordance with the relevant curriculum.

**11. Submission of Oral Examination Report**

The Chairperson of the panel shall submit a report to the DPGS using Form OUT/PG/EX. F5 within seven (7) days of the oral examination. The report shall bear the signatures of all panel members and provide a detailed account of the questions posed to the candidate.

**5.13 Examination Regulations for Master's and PhD Degrees by Thesis**

**1. Submission of Intention to Submit and Thesis**

A candidate shall be required to complete and submit the Intention to Submit Form (Form OUT/PG/EX. F1) together with the thesis for examination through the Postgraduate Information Management System (PGIMS).

**2. Components of the Examination Process**

The examination process for Master's and PhD theses shall consist of two parts:

- a) Examination of the thesis by both external and internal examiners; and
- b) The viva voce (oral) examination.

**3. Appointment of Examiners for Master's Thesis**

Each Master's thesis shall be examined by at least two (2) examiners holding a PhD and possessing expertise in the subject area, duly approved by the Senate. One (1) examiner shall be

an external academic staff member from a recognised higher learning institution other than the Open University of Tanzania (OUT).

#### **4. Appointment of Examiners for PhD thesis**

Each PhD thesis shall be examined by at least three (3) examiners holding a PhD and possessing expertise in the subject area, duly approved by the Senate. Two (2) examiners shall be external academic staff members from recognised higher learning institutions other than the OUT.

#### **5. Submission of Examination Reports**

Examiners shall be required to submit a detailed examination report and the Thesis Evaluation Form (Form OUT/PG/EX. F2) within two (2) months from the date of receipt of the thesis.

- a) Where the report is not received within the prescribed period, a reminder letter shall be sent to the examiner granting an extension of one (1) month.
- b) If the report is not submitted within the extension period, the thesis shall be formally withdrawn from the examiner and reassigned to another examiner.

#### **6. Grading and Verdicts of the Thesis**

An examiner shall grade the thesis and recommend one of the following verdicts:

- a) Pass as submitted (no revisions or only typographical corrections required);
- b) Pass subject to typographical corrections and minor changes;
- c) Pass subject to substantial corrections and revisions as indicated in the examination report;
- d) Not accepted, but may be revised and resubmitted for re-examination; or
- e) Rejected outright.

#### **7. Divergence in Examiners' Recommendations**

Where the recommendations of the examiners differ significantly, such as one passing and another failing the candidate, the faculty shall review the matter and recommend one of the following remedies:

- a) Adopt the recommendation of the external examiner; or
- b) Appoint an additional independent examiner who has no prior knowledge of the earlier assessments.

#### **8. Determination of Final Results with Additional Examiner**

Where an additional independent examiner is appointed, the final results of the thesis shall be determined by tallying the results of the two most aligned examiners.

#### **9. Resubmission of a Thesis**

A thesis not accepted under Regulation shall be rewritten and resubmitted for re-examination within twelve (12) months from the date the candidate received the examiners' assessment report.

- a) A candidate who fails to resubmit within the prescribed period shall be deemed to have failed.
- b) A resubmitted thesis that is failed by the examiners shall not be accepted for further re-examination.

#### **10. Organization of the Viva Voce Examination**

The Faculty Dean shall organize the viva voce examination within a maximum of three (3) weeks from the date the reports were received.

### **5.14 Viva Voce Examination Regulations for Master's and PhD Degrees by Thesis**

#### **1. Eligibility for Viva Voce Examination**

A candidate shall be eligible to undertake the viva voce examination only if has passed requirement of PhD or dissertation as the case may be.

#### **2. Organisation of the Viva Voce**

All viva voce examinations shall be organised by the respective Faculty.

### **3. Selection of Panel Members**

Members of the viva voce panel shall be selected to ensure that the candidate is examined by duly qualified and experienced scholars in the relevant research field or related discipline.

### **4. Composition of the Viva Voce Panel**

The viva voce panel shall consist of not less than six (6) members, all holding a PhD, appointed by the Senate upon the recommendation of the relevant Faculty Board and the Postgraduate Studies Committee, and composed as follows:

- a) An independent Chairperson, with voting rights, who is an expert in the research area;
- b) The external examiner who assessed the thesis;
- c) The internal examiner who assessed the thesis;
- d) At least one of the candidate's supervisors as a silent observer;
- e) The Dean of the Faculty;
- f) The Head of Department

### **5. Additional Participants**

In addition to the substantive panel members, the following may be present:

- a) A Secretary appointed by the Head of Department to record proceedings;
- b) The Coordinator of Examinations from the Directorate of Postgraduate Studies for quality assurance and logistical support; and
- c) Members of the general public as permitted.

### **6. Submission of Questions by Absent Panelists**

Panel members who are unable to attend the viva voce shall submit their questions in advance to the directorate of postgraduate studies in writing.

### **7. Mode of Examination**

The viva voce examination may be conducted face-to-face, online, or through a hybrid format.

### **8. Access to Examination Materials**

Panel members shall be provided with copies of the candidate's thesis not less than two (2) weeks prior to the scheduled viva voce date.

### **9. Scope of the Examination**

During the viva voce, the candidate shall be examined to determine:

- a) That the dissertation/thesis (including data, methodology, analysis, and findings) constitutes the candidate's original work;
- b) That the candidate has a comprehensive understanding of the broader subject area; and
- c) That any weaknesses or uncertainties in the work can be adequately addressed by the candidate.

### **10. Pre-Examination Briefing**

Prior to the examination, the panelists shall convene for a briefing session of not more than ten (10) minutes to agree on the questioning sequence and approach.

### **11. Duration of Viva Voce – Master's by Thesis**

The viva voce shall not exceed two (2) hours, allocated as follows:

- a) Up to thirty (30) minutes for the candidate's presentation;
- b) Up to seventy-five (75) minutes for questions and answers; and
- c) Up to fifteen (15) minutes for panel deliberations and decision-making.

### **12. Duration of Viva Voce – PhD by Thesis**

The viva voce shall not exceed three (3) hours, allocated as follows:

- a) Up to forty-five (45) minutes for the candidate's presentation;
- b) Up to one hundred and five (105) minutes for questions and answers; and
- c) Up to thirty (30) minutes for panel deliberations and decision-making.

### **13. Duration of Viva Voce – PhD by Coursework and Dissertation**

The viva voce shall not exceed two and a half (2.5) hours, allocated as follows:

- a) Up to forty-five (45) minutes for the candidate's presentation;
- b) Up to seventy-five (75) minutes for questions and answers; and
- c) Up to thirty (30) minutes for panel deliberations and decision-making.

### **14. Verdicts of the Viva Voce**

The viva voce panel shall issue one of the following verdicts:

- a) Pass as submitted (no revision or only typographical corrections required);
- b) Pass subject to typographical corrections and minor changes;
- c) Pass subject to substantial corrections and revisions as specified in the examination report;
- d) Not accepted, but may be resubmitted for re-examination after additional work, including data collection, analysis, literature review, or rewriting;
- e) In the case of a PhD thesis, recommend rewriting for the award of a Master's degree; or
- f) Reject outright, with the candidate eligible for an exit award in accordance with the curriculum.

### **15. Minimum Passing Mark**

A dissertation/thesis shall be deemed to have passed only if it attains a minimum of fifty percent (50%) of the total viva voce marks.

### **16. Oversight of Corrections**

Where a dissertation or thesis is passed subject to substantial corrections and revisions,

- a) The Chairperson of the panel shall constitute a review committee comprising two (2) members—namely, the Internal Examiner and the Head of Department (HoD) to oversee and verify the corrections.
- b) The candidate shall submit the revised work together with a correction matrix form online to the HoD, who shall distribute the documents to the committee members.
- c) The committee members shall submit their verification report online, using Form OUT/PG/EX. F7, to the Directorate of Postgraduate Studies (DPGS) within seven (7) days of the candidate's submission of the revised dissertation or thesis.

### **17. Resubmission Requirements where a thesis fails**

- a) The candidate shall revise and resubmit the work within a minimum period of nine (9) months and a maximum period of twelve (12) months from the date of receipt of the examiners' assessment report.
- b) A resubmitted dissertation or thesis that is failed by the examiners shall not be accepted for any further re-examination.

### **18. Signing of Examination Results**

At the conclusion of the viva voce examination, all panel members shall sign the Viva Voce Examination Results Form (Form OUT/PG/EX. F8).

### **19. Submission of Examination Proceedings**

The proceedings of the viva voce examination, duly vetted by both the Panel Chairperson and the Faculty Dean, shall be transmitted to the DPGS within two (2) weeks of the date of the viva voce.

The proceedings shall include:

- a) A complete and detailed record of all questions posed to the candidate; and
- b) The corresponding responses provided by the candidate.

## **5.15 Regulations for Conducting Online Oral/Viva Voce Examinations**

### **1. Candidate Responsibilities During Online Oral/Viva Voce Examinations**

#### **a) Consent to the Use of Video Conferencing Technology**

- i) by agreeing to the viva voce being conducted via video conferencing technology, the candidate shall not subsequently invoke the use of such technology as a ground for appeal.
- ii) An appeal shall only be permissible where it is demonstrated that a technical failure or other unforeseen circumstances beyond the control of the examiners materially and adversely affected the candidate's performance.

#### **b) Candidate Visibility**

- i) The candidate shall ensure remains visible to the panel members from the commencement of the presentation until the conclusion of the examination session.
- ii) The candidate is required to appear in person on camera and refrain from using multicoloured or misleading virtual backgrounds.

#### **c) Microphone Protocol**

Upon joining the examination meeting, the candidate shall mute his or her microphone to prevent background noise or other disruptions. The microphone shall only be unmuted when the candidate is presenting or responding to questions from the panel.

#### **d) Internet Connectivity**

The candidate shall ensure that sufficient internet data and stable connectivity are available to remain online for the entire duration of the examination.

#### **e) Examination Location**

The candidate is required to identify and prepare a suitable examination location at least one day prior to the viva voce. The location shall be quiet, free from interruptions, and conducive to the formal conduct of the examination.

#### **f) Timely Attendance**

The candidate shall join the examination meeting at least ten (10) minutes before the scheduled start time to allow for verification and to ensure that the viva voce commences promptly.

#### **g) Response to Questions**

The candidate shall listen attentively to questions from the panel and respond clearly, concisely, and directly.

#### **h) Dress Code**

The candidate shall dress in a manner appropriate for a formal academic examination, ensuring a smart and professional appearance.

#### **i) Conduct During the Examination**

The candidate shall maintain proper decorum throughout the examination session. Activities such as chewing, eating, smoking, singing, or engaging in any other inappropriate behaviour are prohibited. Drinking water during the examination is permitted.

**j) Disconnection or Absence**

If the candidate disconnects or is absent during the viva voce examination, the session shall be terminated. The Directorate of Postgraduate Studies (DPGS) shall arrange an alternative session in accordance with university procedures.

**5.16 Panelists' Obligations After Oral/Viva Voce Examination Presentation**

**1. Confirmation of Examination Integrity**

All examiners shall confirm that the conduct of the oral/viva voce examination via video conferencing technology, where applicable, did not have any substantive bearing on the fairness, validity, or integrity of the examination process.

**2. Deliberation and Agreement on Candidate's Performance**

- i) The examiners shall deliberate and reach a unanimous agreement regarding the overall performance of the candidate, determining whether the candidate has passed or failed.
- ii) Such agreement shall be reached prior to the Chairperson announcing the final verdict to the candidate.

**3. Announcement of Verdict and Submission of Proceedings**

- a) At the end of the examination, the Chairperson shall announce the final verdict to the candidate.
- b) The appointed Secretary of the oral/viva voce examination shall prepare a detailed written record of the proceedings, including the questions posed to the candidate and the corresponding responses.
- c) The Secretary shall submit the signed proceedings to the Directorate of Postgraduate Studies within three (3) days from the date of the examination.

**5.17 Obligations of the Host of the Oral/Viva Voce Presentation**

**1. Location of the Host**

During the conduct of an oral/viva voce examination, the Host shall be physically present at the premises of the Open University of Tanzania (OUT) or at the nearest OUT Regional Centre.

**2. Communication of Rules and Expectations**

The Host shall inform the candidate, prior to the commencement of the examination, of all applicable rules, procedures, and expectations governing the oral/viva voce presentation.

**3. Scheduling of the Examination**

The Host shall ensure that the date and time of the oral/viva voce examination are clearly communicated to all parties involved well in advance of the scheduled session.

**4. Provision of Meeting Credentials**

The Host shall provide the meeting identification number (ID) and password to all authorised participants no later than one (1) day prior to the examination.

**5. Completion of Forms and Recording of Verdict**

At the conclusion of the examination, the Host shall ensure that all requisite forms are duly completed and that the final verdict of the panel is properly recorded in accordance with the prescribed procedures.

**6. Maintenance of Meeting Agenda**

The Host shall prepare an agenda for the oral/viva voce examination and adhere strictly to it throughout the session.

**7. Control of Audio and Video Functions**

The Host shall mute all participants who are not speaking while keeping their video active, thereby minimizing background noise and avoiding unnecessary strain on internet connectivity.

**8. Prevention of Unauthorized Disruption**

The Host shall take all necessary steps to prevent and block any unauthorized interference, including “Zoom bombing” or similar disruptions, and shall control screen-sharing permissions to ensure that only authorized individuals may share content during the examination

**9. Timely Conclusion of Proceedings**

The Host shall ensure that the session is concluded in a timely manner in accordance with the agreed schedule, thereby avoiding unnecessary delays.

**10. Technical Failure**

In the event of a technical failure during the examination, the Host, in consultation with the other panel members, shall determine whether to cancel and reschedule the session, without prejudice to the rights or standing of the candidate.

**5.18 Regulations for Final Submission of Dissertation/Thesis for Master’s and PhD Programmes**

**1. Requirement for Final Submission**

The candidate shall submit a dissertation or thesis that has successfully passed all prescribed examination procedures in accordance with the University’s regulations.

**2. Language of Submission**

Dissertations and theses shall be written in Standard British English, except for postgraduate degree programmes conducted in Kiswahili.

**3. Minimum Duration Before Award**

All postgraduate award shall be granted upon fulfillment of minimum registration period of the relevant programme as prescribed under admission rules. Where a candidate completes before prescribed minimum period, shall require Senate approval.

**4. Declaration of Originality and Copyright Statement**

The dissertation or thesis submitted to the Open University of Tanzania shall be accompanied by:

- a) A written declaration by the candidate affirming that the work is his or her original work, has not been submitted elsewhere, and is not concurrently being submitted to any other institution; and
- b) A statement of copyright in the name of the candidate.

**5. Submission Format and Accompanying Documents**

The candidate shall submit:

- a) One hard-bound copy of the dissertation or thesis prepared in accordance with the formatting guidelines set out in the University Prospectus; and
- b) One soft copy of the dissertation or thesis to the Directorate of Postgraduate Studies (DPGS) for repository purposes.

**6. Timeframe for Submission of final thesis and dissertation**

- i) Candidate shall submit approved final thesis or dissertation within 21 days from the date approved.
- ii) Failure to Submit dissertation or thesis Within the prescribed period shall be deemed to have failed.

## **5.19 General Examination Regulations**

### **1. Fraud Relating to Coursework, Dissertation, or Thesis**

- a) It shall constitute an academic offence for any student to commit plagiarism by presenting another person's work, in whole or in part, as his or her own without proper attribution.
- b) Where a student is found to have plagiarised any coursework assignment, dissertation, or thesis, the examiner shall issue a written warning to the candidate through the Head of Department (HoD) and award a mark of zero (0) for the respective coursework, dissertation, or thesis.

### **2. Permissible Use of Artificial Intelligence**

The use of artificial intelligence tools for purposes such as grammar correction, data analysis, or formatting is permissible only where such use is explicitly and transparently acknowledged in the methodology section of the work and complies with the ethical guidelines established by the Open University of Tanzania.

### **3. Unauthorized Use of Artificial Intelligence**

- a) The unauthorized use of artificial Intelligence shall be treated as academic misconduct and a breach of the University's plagiarism policy.
- b) Disciplinary measures for such misconduct shall include:
  - i) Automatic invalidation of the candidate's work;
  - ii) Suspension of the candidate from studies for a period not exceeding one (1) academic year; and/or
  - iii) Any other sanctions applicable to cases of plagiarism under university regulations.

### **4. Obligation of Course Instructors on use of artificial Intelligence**

- i) All course instructors shall monitor the unauthorized use of artificial Intelligence
- ii) in student work by employing available detection tools.
- iii) All course instructors shall provide students with clear guidance on acceptable practices in accordance with university policy on use of artificial Intelligence

### **5. Neglect of Duty by Instructors**

Where an instructor is found to have neglected the duty to check for unauthorized use of AI in student work, the following disciplinary measures may be imposed:

- i) Issuance of a formal warning letter and/or temporary suspension from teaching the specific course for a period of one (1) academic year; and
- ii) Removal of supervisory privileges for a period of one year.

### **6. Prohibition on Contact with Examiners**

- i) all students are prohibited to initiate direct or indirect contact with any of dissertation or thesis examiners.
- ii) Any student found guilty of such misconduct shall be subject to immediate dismissal from his or her academic programme.

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

### **1. Prohibited Conduct**

It shall constitute an examination offence for any candidate to engage in any of the following acts:

- i) Sitting or attempting to sit an examination without valid documentation as prescribed by the University.
- ii) Engaging in disruptive behaviour, including but not limited to shouting, assaulting another candidate, using abusive or threatening language, or damaging University or personal property.
- iii) Removing from the examination room or hall any answer booklets, whether used or unused.

- iv) Physically assaulting or insulting an invigilator or any University official involved in the examination process.
- v) Committing any other act related to, connected with, or arising from the offences specified in paragraphs (a) to (d) above.

## **2. Penalties for Malpractices in the Conduct of Examinations**

A candidate found guilty of committing prohibited offences shall be liable to:

- a) Cancellation of the relevant examination; and
- b) Suspension from the University for a period not exceeding two (2) years; or
- c) Discontinuation from studies.

## **3. Cheating in Examinations or Timed Tests**

It shall constitute an offence cheating for any candidate to engage in any of the following acts during an examination or timed test:

- a) Bringing unauthorized materials into the examination room or hall, either personally or through an agent. Such materials include but are not limited to plain papers, condensed notes, books, handkerchiefs with written information, writing on any part of the body, recording devices, mobile phones, smart watches, or any other unauthorized electronic devices.
- b) Copying from another candidate.
- c) Assisting or encouraging another candidate to copy from another person's examination booklet.
- d) Exchanging answers with another candidate in the examination room.
- e) Collaborating with another candidate to share materials such as calculators, electronic devices, or any other items during the examination.
- f) Communicating with another candidate, either verbally or through any other means, during the examination without the express permission of the invigilator.
- g) Engaging in any other conduct related to, connected with, or arising from the offences specified in paragraphs (a) to (f) above.

## **4. Penalties for Cheating**

A candidate found guilty of cheating during examinations shall be liable to:

- a) Cancellation of the relevant examination; and
- b) Suspension from the University for a period not exceeding two (2) years; or
- c) Discontinuation from studies, subject to due process.

## **5. Disposal of Unauthorized Materials**

Upon the conclusion of a case of cheating in an examination or timed test, any confiscated unauthorized materials shall be destroyed within sixty (60) days from the date of the letter communicating the decision, unless the candidate lodges an appeal within the prescribed time frame.

### **5.21 Fraud in Examinations or Timed Tests**

#### **1. It shall constitute an offence for a candidate to:**

- a) Bring a pre-prepared answer booklet into the examination hall or room, either personally or through an agent.
- b) Substitute an answer booklet prepared outside the examination room for the one already submitted to the invigilator or examiner.
- c) Impersonate another candidate.
- d) Procure or persuade another person to sit for the examination on the candidate's behalf.
- e) Present false documents purporting to establish eligibility to sit for university examinations.
- f) Sit or attempt to sit for an examination without proper authorisation.

- g) Fraudulently obtain, or attempt to obtain, examination papers or questions that have been illegally acquired or made available.
- h) Illegally access or attempt to access examination questions before the scheduled time.
- i) Pay or persuade another person to illegally obtain or provide examination papers or questions.
- j) Use an incorrect registration number or examination number with the intent to conceal the candidate's identity.
- k) Commit any other act related to, connected with, or arising from the offences specified in paragraphs (a) to (j) above.

## **2. Penalties for Examination Fraud**

A candidate found guilty of fraud shall be liable to:

- a) Suspension from studies for a period not exceeding two (2) academic years; or
- b) Discontinuation from studies.

## **5.22 Malpractices by Invigilators in the Conduct of Examinations**

1. Any action or omission by an invigilator that compromises the integrity, fairness, security, or quality of the examination process shall constitute invigilation misconduct shall constitute invigilation malpractices

### **2. Neglect of Invigilation Duties**

An invigilator shall be deemed to have neglected his or her duties if he or she:

- a) Leaves the examination room unattended without a valid reason.
- b) Engages in activities unrelated to invigilation (including but not limited to mobile phone usage or casual conversations) during the examination.
- c) Provides unwarranted assistance to candidates.
- d) Gives hints or clarifications beyond those contained in the examination guidelines.
- e) Answers questions from candidates in a manner that compromises the integrity of the assessment.

### **3. Facilitating or Ignoring Academic Dishonesty**

An invigilator shall be guilty of misconduct if:-

- a) Fails to address obvious cheating behaviours by candidates.
- b) Permits the presence of unauthorized materials or electronic devices in the examination room.
- c) Fails to report observed incidents of cheating or academic dishonesty.

### **4. Inappropriate Behaviour**

An invigilator shall be guilty of misconduct if; -

- a) Uses disrespectful, abusive, or unprofessional language towards candidates.
- b) Creates a hostile, intimidating, or otherwise inappropriate examination environment.

### **5. Manipulation of Examination Materials**

- a) Altering candidates' responses or examination scripts without authorization.
- b) Unauthorized handling, duplication, or distribution of examination papers before or after the examination period.

### **6. Breach of Confidentiality**

An invigilator shall be guilty of misconduct if; -

- a) Shares examination content with unauthorized persons.
- b) Discusses examination results or candidates' performance before the official release of results.

### **7. Disciplinary Measures for Invigilator Misconduct**

An invigilator found guilty of misconduct shall be liable to one or more of the following sanctions, depending on the severity of the misconduct:

- a) Issuance of a formal written warning with a record of misconduct kept on file;
- b) Suspension from invigilation duties for a specified period;
- c) Removal from examination duties for repeated offences; and/or
- d) Termination of employment in cases of gross misconduct.

## **5.23 Investigation and Hearing of Examination-Related Misconducts**

### **1. Prohibited Conduct During Investigation or Hearing of Irregularities**

It shall constitute an offence for any student, whether or not accused of an irregularity, to:

- a) Interfere with the investigation process or the hearing of an irregularity by the Irregularities Committee or any other body responsible for handling irregularities or appeals.
- b) Intimidate members of the Committee, University staff, or witnesses involved in the irregularity case.
- c) Destroy evidence pertaining to an alleged irregularity.
- d) Forge, alter, or present false documents related to an alleged irregularity.
- e) Offer, give, or attempt to give a bribe to any University official, witness, or other individual connected to the alleged irregularity.
- f) Harass, or instruct another person to harass, a university official, witness, or any other person involved in an irregularity matter, including through persistent phone calls, unauthorised visits, or other forms of unwanted contact.
- g) Refuse to sign an irregularity form when lawfully requested to do so by the invigilator.
- h) Engage in any other acts related to, connected with, or arising from the offences specified in paragraphs (a) to (g) above.

### **2. General Penalties for Interference with Proceedings**

A candidate found guilty of interference shall be liable to:

- a) Cancellation of the relevant examination(s); or
- b) Suspension from studies for a period of one (1) academic year; or
- c) Any other penalty deemed appropriate by the Committee, in accordance with the University's regulations.

### **3. Penalty for Intimidation or Harassment**

A candidate found guilty of Intimidation or Harassment shall be discontinued from studies.

### **4. Penalty for Bribery**

A candidate found guilty of bribery shall; -

- a) Be discontinued from studies; and
- b) Be reported to the Prevention and Combating of Corruption Bureau for legal action.

### **5. Restriction on Readmission**

A candidate who has been discontinued under these regulations shall not be eligible to apply for admission to the same programme at the Open University of Tanzania until a period of three (3) years has elapsed from the date of discontinuation.

### **6. Misconduct Involving University Staff**

Where it is established that a staff member of the Open University of Tanzania, acting in collaboration with a student, has committed an offence any offence staff shall be subject to disciplinary action in accordance with the University's prevailing disciplinary procedures.

## **5.24 Appeals Against Coursework, Dissertation, or Thesis Results**

### **1. Right of Appeal**

Every postgraduate candidate shall have the right to appeal against coursework, dissertation, or thesis results in accordance with these regulations.

## **2. Lodging an Appeal**

All appeals shall be lodged in writing with the Deputy Vice Chancellor – Academic, Research and Consultancy irrespective of the grounds of appeal.

## **3. Grounds for Appeal**

A candidate shall lodge an appeal only on valid grounds, including but not limited to disagreement with the evaluation of coursework, dissertation, or thesis results.

The appellant must be able to clearly articulate the grounds for the appeal and present the application in an acceptable and substantiated manner.

## **4. Timeframe for Appealing Coursework Results**

Appeals against coursework results shall be lodged within two (2) months from the date of issuance or approval of the results.

## **5. Timeframe for Appealing Dissertation or Thesis Results**

Appeals against dissertation or thesis results shall be lodged within six (6) months from the date of approval of the results.

## **6. Requirements for Submission**

The appeal shall be made through a formal written letter, clearly stating the grounds for appeal, and shall be accompanied by supporting documentation, which may include evaluation reports, communication records, and any other relevant material.

## **7. Limitation on Grounds of Appeal**

Except where allegations of unfair marking, miscalculation of marks or grades, or other similar irregularities in the conduct of the examination are made, no appeal shall lie in respect of the examination results.

## **8. Appeals Not Entertained**

No appeal shall be considered where:

- a) The candidate fails to establish reasonable grounds for alleging prejudice, incompetence, or lack of integrity on the part of the examiner(s).
- b) The candidate has not demonstrated that efforts were made to resolve the matter at the departmental level.
- c) The candidate relies on illness or similar circumstances as a basis for appeal, but had the opportunity to postpone studies or examinations and voluntarily chose not to do so.

## **9. Appeal Fee**

The candidate's appeal shall be processed only upon payment of an appeal fee in the amount determined from time to time by the University Council.

## **10. Costs for Dissertation or Thesis Appeals**

In the case of an appeal against dissertation or thesis results, the appellant shall bear the actual costs of re-examination, including examiners' honoraria and the costs of forwarding the document to another examiner, as approved by the University Council from time to time.

## **11. Exclusion from Decision-Making**

Any staff member who participated in the decision being appealed shall not have voting rights in the Senate with respect to such appeal.

## **12. Appeal to the Chairperson of the Senate**

Where a candidate is dissatisfied with a decision of the Senate, he or she may appeal to the Chairperson of the Senate. Such an appeal shall only be entertained if the candidate presents

new evidence or grounds that were not, and could not reasonably have been, made available during the Senate session at which the original decision was made.

### **13. Review Fee for Senate Decisions**

As in Regulation 3.1.9, an application for review of a Senate decision shall only be considered upon payment of an appeal or review fee, in the amount determined by the University Council from time to time.

### **14. Finality of Decision**

The decision of the Chairperson of the Senate on any appeal or review shall be final and conclusive.

## **6.0 FINANCIAL REGULATIONS**

### **6.1 Application, Tuition, and Other Fees**

#### **1. Authority to Set and Revise Fees**

- i) The Open University of Tanzania reserves the right to set and revise tuition fees in accordance with the average annual inflation rate as announced by the Bank of Tanzania.
- ii) The University Council shall have the power to revise, from time to time, any fees or charges applicable to university programmes, services, or activities.

#### **2. Financial Obligations Prior to Registration**

Students shall be required to fulfil their financial obligations to the University before they are permitted to register.

#### **3. Method of Payment**

University fees shall be paid using automated control numbers generated through the student's ARMIS account. The University shall not accept direct cash payments.

#### **4. Students' Organization Fees**

Registered students shall pay an annual Students' Organization fee, as prescribed by the University.

#### **5. Rules for Payment of University Fees**

- a) Students shall be required to pay the prescribed programme fees and other applicable charges within the stipulated timelines.
- b) Any student repeating a subject shall pay in full the applicable subject fee as approved by the University Council.
- c) A fee of Tanzanian Shillings Ten Thousand (TZS 20,000) shall be payable for each examination paper registered, and TZS 20,000 for each paper registered for a timed test.
- d) Students may pay 50% of the fees due by the end of the registration period as indicated in their respective invoices. A penalty of TZS 20,000 or USD 20 for international students shall be imposed on those who fail to pay on time.
- e) Fees once paid are non-refundable. Refunds for excess payments shall only be considered after the student has graduated, and shall be subject to a 15% deduction for administrative costs.
- f) Students whether privately sponsored, funded by the Higher Education Students' Loans Board (HESLB), or funded by other organisations shall pay tuition fees by the specified deadlines. Failure to do so shall attract a penalty of TZS 20,000 or USD 20 for international students.
- g) Students or their sponsors may pay the full programme tuition fees at the beginning of the academic year. In the event of a subsequent increase in fees before completion of the programme, the student shall be required to pay the calculated difference before graduation.
- h) Students authorised to sit for special examinations shall not be required to pay additional examination fees.

- i) Students who sit for special examinations without prior authorisation shall be required to pay the fees applicable for that examination session.

## **6. Graduation Requirements**

A candidate who has successfully completed his or her studies shall be allowed to graduate only upon full payment of all outstanding fees owed to the University.

## **7. Withholding of Certificates**

The University reserves the right to withhold, cancel, or withdraw any academic award or certificate from a candidate who fails to honour his or her financial obligations to the University.

## **8. Student Union Fees**

Registered students of the Open University of Tanzania shall be required to pay the prescribed Student Organization fee into the official bank account of the Open University of Tanzania Student Organization as determined by the University from time to time.

## **9. University fees for Southern African Development Community and East African Community Students**

students originating from the Southern African Development Community and the East African Community member states shall pay tuition and related fees equivalent to those charged to local students.

## **7.0 STUDENT SUPPORT SERVICES**

### **7.1 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.

### **7.2 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.

### **7.3 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.

### **7.4 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.

### **7.5 Mini Library Services**

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

### **7.6 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.

### **7.7 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.

### **7.8 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.

### **7.9 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.

### **7.10 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.

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

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

### **7.12 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.

## **8.0 OTHER DEGREES/AWARDS**

### **8.1 Other Degrees and Awards**

#### **1. Honorary Degrees**

An honorary degree shall be conferred in the form of Doctor Honoris Causa.

#### **2. Legal Authority**

The award of an honorary degree is made pursuant to Part V, Clause 35(3)(b) of the University Act No. 7 of 2005 and Section 5(c) of the Open University of Tanzania (OUT) Charter and Rules (2007), which authorise the Senate, following consultation with the Council and with the approval of the Chancellor, to confer such a degree upon any person who, in its opinion, has rendered distinguished service in the advancement of any branch of learning or has otherwise rendered himself or herself worthy of such distinction.

### **3. Nomination of Candidates**

A proposal for the award of an honorary degree may be submitted by any member of the Council or the Senate in writing to the Vice Chancellor. Serving members of the academic staff of the University shall not be eligible for nomination.

### **4. Supporting Documentation**

Every proposal shall be accompanied by:

- a) A statement identifying the specific honorary degree recommended; and
- b) Detailed grounds on which the recommendation is based.

### **5. Consideration by PGSC**

Upon receipt of a proposal, the Vice Chancellor shall refer it to the Postgraduate Steering Committee (PGSC) for consideration. The PGSC shall review all submitted facts and, by an affirmative two-thirds ( $\frac{2}{3}$ ) majority in a secret ballot of all its members, may recommend the award.

### **6. Faculty Representation**

In each specific case, the Dean of the Faculty in which the degree is proposed to be conferred shall be co-opted to the Postgraduate steering committee for consideration of the matter.

### **7. Consideration by Council and Senate**

- a) Any recommendation by the Postgraduate steering committee shall be submitted separately to the Council and to the Senate.
- b) After consideration, each body shall vote independently by secret ballot.
- c) An affirmative two-thirds ( $\frac{2}{3}$ ) majority of the members present in both the Council and the Senate shall be required to recommend the award.

### **8. Announcement of Results**

The results of the ballot shall be announced immediately at the same meetings of the Council and the Senate. The Deputy Vice Chancellor (Academic) shall serve as the Returning Officer.

### **9. Approval by the Chancellor**

No honorary degree shall be conferred without the prior approval of the Chancellor.

### **10. University Orator**

The Vice Chancellor shall nominate a distinguished academic to serve as University Orator for each honorary degree recipient.

### **11. Conferment in Person**

Honorary degrees shall normally be conferred only in the presence of the recipient. In exceptional circumstances, a posthumous award may be considered.

### **12. Approved Honorary Degrees**

The following honorary degrees are approved for conferment:

- i) Doctor of Laws (LL.D)
- ii) Doctor of Letters (D.Litt)
- iii) Doctor of Education (D.Ed)
- iv) Doctor of Science (D.Sc)
- v) Doctor of Philosophy (Honoris Causa)

### **13. Aegrotat Degrees**

#### **1. Eligibility**

A candidate who has completed the prescribed course of study but is unable to complete part of the final examination due to illness may apply for the award of an aegrotat degree in accordance with the Tanzania Commission for Universities (TCU) guidelines.

## **2. Procedure for Application**

- a) The Head of the Academic Department shall submit a formal request to the Faculty/Institute Examination Board for the award of an aegrotat degree.
- b) The request shall be supported by the following details:
  - i) A medical certificate or other statement of grounds for the request, submitted as soon as possible after the final date of the relevant examination;
  - ii) The candidate's name and year of registration;
  - iii) The degree programme in which the candidate was registered;
  - iv) The stage of the programme reached at the time of illness;
  - v) Examination or assessment marks obtained prior to the illness;
  - vi) The total credits required for graduation and credits earned prior to illness;
  - vii) Details of any outstanding academic requirements in accordance with the University's awards regulations.

## **3. Guidelines for Award**

The Senate shall be satisfied that:

- a) The candidate's prior performance demonstrates, on the balance of probabilities, that he or she would have passed but for the illness;
- b) The candidate is unlikely to be able to return to complete the programme within a reasonable period;
- c) The candidate has provided written confirmation of willingness to accept an aegrotat award. Where the candidate declines, the Faculty/Institute Board shall seek an appropriate extension of registration to enable completion of the required examinations or assessments.

## **4. Classification of Award**

- a) An aegrotat degree, diploma, or certificate shall be unclassified and ungraded.
- b) The award does not entitle the holder to professional registration, exemption from professional requirements, or automatic progression to another academic programme.

## **5. Limitation Regarding Research Requirements**

No candidate shall be exempt from the requirement to submit and defend a thesis or to present a master's dissertation where such is a mandatory requirement for graduation. Accordingly, an aegrotat award shall not be granted where the missing component relates to core research work.

## **6. An Aegrotat Degree**

An aegrotat award shall be regarded as a terminal academic award. It shall not entitle the holder to practise a profession for which a professional qualification is required; however, it may be used for purposes of non-professional employment or recognition.

## **7. Posthumous Awards**

The University may confer a posthumous qualification upon a student who dies when close to completing the requirements of a programme of study.

## **8.2 Procedure for Recommending a Posthumous Award**

### **1. Submission of Request**

The Head of the Academic Department in which the deceased student was registered shall formally submit a request to the relevant Examination Body (Faculty/Institute Board) for the award of a posthumous degree.

### **2. Required Supporting Information**

The request shall be accompanied by the following details:

- i) Full name of the deceased student;
- ii) Year of registration;
- iii) Name of the degree programme;
- iv) Stage of the programme reached at the time of death;
- v) Date of death;
- vi) Any examination or assessment marks attained prior to death;
- vii) The number of credits required for graduation in the programme and the number of credits obtained before death; and
- viii) Details of any outstanding academic requirements in accordance with the University's awards regulations.

### **3. Guidelines for Senate Consideration**

When considering a request for the conferment of a posthumous award, the Senate shall be guided by the following:

- i) The Senate may award an unclassified degree where there is strong evidence that the deceased student would have satisfied the requirements for graduation, provided that:
- ii) For a Tanzania Qualifications Framework (TQF) Level 8-degree programme, the study completed by the candidate is greater than the amount normally associated with a TQF Level 7 (Higher Diploma); and
- iii) For other TQF level programmes, the candidate must have completed the minimum number of credits required for graduation in the respective programme.
- iv) The Senate may, where appropriate, award a qualification of a lower level than that for which the student was registered.
- v) In cases where the deceased student owed fees to the University, the institution may, at its discretion, write off the outstanding debt.

### **4. Endorsement of Documentation**

The University shall endorse the word "Posthumous" on all official documents associated with the award, including transcripts, testimonial statements, and other student records.

### **5. Conferment at Graduation**

The posthumous qualification shall be awarded in the name of the deceased student and may be announced at the relevant graduation ceremony, if the next of kin so requests.

## **9.0 ISSUANCE OF CERTIFICATES**

- 9.1** The subsequent regulations shall be observed when issuing various certificates offered by the Open University of Tanzania.
- 9.2** 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
- 9.3** 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.
- 9.4** 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 recognises 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.
- 9.5** In case an application is made through a third party, a special power of attorney duly prepared by a registered advocated 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 additional the applicant shall also comply with section 5.4 above.
- 9.6 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
  - (c) The applicant shall meet the cost of delivery
- 9.7** Applicants who need to be issued certificates not mentioned in section 5.2 shall apply separately.
- 9.8** 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.
- 9.9** 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.
- 9.10** All application must be forwarded to the Directorate of Teaching, Learning and Examination Services, Open University of Tanzania, P. O. BOX 23409, Dares Salaam.

## **9.11 Loss of Certificates**

- 9.11.1 The Open University of Tanzania may issue another copy in case of loss of the original certificate on conditions described
- 9.11.2 These guidelines shall be applied to all categories of certificates other than transcripts, provisional results or statement of results.
- 9.11.3 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.
- 9.11.4 The applicant shall provide the damaged or defaced certificate if available.
- 9.11.5 Application should be made only by the graduand in the prescribed format. Application received on behalf of the graduand shall not be accepted.
- 9.11.6 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 5.5
- 9.11.7 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.
- 9.11.8 In case of damage/destruction the requirements of paragraph 5.11.7 (b), (c) are unnecessary.
- 9.11.9 Duplicate certificate is to be surrendered to the Open University of Tanzania immediately if the original certificate is recovered by chance.
- 9.11.10 The replacement for a lost certificate shall be issued after 12 months from the date of the loss.
- 9.11.11 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.
- 9.11.12 The certificate issued shall be marked "Duplicate Copy" across it.
- 9.11.13 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.
- 9.11.14 The applicant shall be required to pay a certificate reprinting fee due to loss of certificate as approved by university from time to time.

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

- 9.12.1 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.
- 9.12.2 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.

## STUDENT SUPPORT SERVICES 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 or dicu@out.ac.tz)

## SENIOR STAFF LIST

### Vice Chancellor

Prof. Alex B. Makulilo: LL. B (UJSM) (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).

