

THE UNITED AFRICAN TECHNICAL COLLEGE (UATC)



PROSPECTUS

2024-2025

Table of Contents

EXECUTIVE SUMMARY	i
1.0 Introduction	1
1.1.1. Vision	2
1.1.2. Mission	2
1.1.3. Core Values	2
1.1.4. Objectives	3
1.1.5. Core Functions	4
2.0 ADMISSION PROCESS	6
3.0 PROGRAMMES OFFERED AND ENTRY QUALIFICATIONS	17
4.0 Forms of Examinations	38
5.0 Conduct of Examinations	38
6.0 Dates of Examinations	39
7.0 Eligibility for Examinations	40
8.0 Absence from Examination	40
9.0 Specific Examination Regulations for Candidates	42
10.0 Examination Setting and Format	45
11.0 Examination Processing	46
12.0 Examination Moderation	47
13.0 Examination Leakage	47
14.0 Guidance for Invigilators Before the Examination	48
15.0 Guidance for Invigilators During the Examination	49
16.0 Guidance for Invigilators at the End of Examination	50
17.0 Examination Irregularities	50
18.0 Proceedings of the Examination Irregularities	51
19.0 Appeals Against Examination Results	52
20.0 Repeating a Module	54
21.0 Assessment Criteria and Weights for Components of Examinations ..	54
22.0 Grading System	55
23.0 Classification of Award for Programmes without B+	56
24.0 Classification of Award for Programmes with B+	57
25.0 Computation of Grade Point Average (GPA)	57

EXECUTIVE SUMMARY

The United African Technical College (UATC) is a forward-thinking institution committed to delivering quality technical and vocational education across a diverse range of disciplines. Strategically located in the vibrant region of Kigamboni, Tanzania, UATC aims to equip students with the skills and knowledge needed to thrive in today's dynamic and fast-evolving global workforce. As part of our mission, we offer a suite of programs designed to bridge the gap between academic theory and practical industry requirements, with a strong emphasis on applied learning and innovation.

At UATC, we believe in empowering students to achieve both personal and professional growth through comprehensive academic offerings. Our programs are meticulously designed to meet the growing demand for skilled professionals in Tanzania and across Africa.

In addition to our academic rigor, we pride ourselves on fostering a supportive learning environment. UATC provides state-of-the-art facilities, including modern classrooms, fully equipped computer labs, and access to industry-standard tools and technologies. Our faculty is composed of experienced professionals and academics dedicated to student success, ensuring that each learner is equipped with the competencies required to excel in their chosen field.

UATC's strategic partnerships with local and international institutions further enrich the student experience, offering opportunities for research, internships, and professional networking. Our vision is to become a leading technical college recognized for producing graduates who are not only employable but also capable of driving innovation and growth within their respective industries.

With a focus on inclusivity and lifelong learning, UATC welcomes students from diverse backgrounds and offers flexible learning options, including part-time and distance education programs. We are committed to contributing to Tanzania's socio-economic development by producing well-rounded graduates who are prepared to meet the challenges of the modern world.

In conclusion, UATC is poised to play a significant role in shaping the future workforce of Tanzania and Africa by providing quality technical education that aligns with the needs of the economy. We invite prospective students,

partners, and stakeholders to join us in this exciting journey toward academic excellence and professional success.

MEMBERS OF THE COUNCIL

S/N	Name	Position
1	Prof. Thierry Stephane Nouidui	Chairperson
2	Prof. Jin Ki Hwang	Secretary
3	Mr. Aaron J. Kashaija	Member
4	Dr. Edward Joseph Mneda	Member
5	Mr. Emanuel Richard Mazengo	Member
6	Ms. Rehema Hamisi Maige	Member
7	Mr. Gray M. Hyera	Staff Representative
8	Mr. Njimi Daudi Kashinje	Student Representative
9	Ms. Naomi Marco Karibu	Student Representative
10	Adv. Lilian Godfrey Kihyo	Member
11	Ms. Sifa Y. Masinga	Member

THE UNITED AFRICAN TECHNICAL EXECUTIVE

S/N	Name	Position
1	Prof. Jin Ki Hwang	Principal
2	Mr. Emanuel Richard Mazengo	Deputy Principal - Academic, Research, and Consultancy
3	Ms. Rehema Hamis Maige	Deputy Principal - Finance and Administration

REGISTRAR OFFICE

No.	Name	Position
1	Mr. Venance John Manawa	Admission Officer
2	Mr. Godfrey Francis Mng'ong'o	Examination Officer

DEPARTMENT OF SCIENCE AND TECHNOLOGY

S/N	Name	Position
1	Mr. Daniel Epimacus Mkinga	Head of Department
2	Mr. Maneno Venance Sudayi	Tutor
3	Mr. Godfrey Francis Mng'ong'o	Tutor
4	Mr. John Micheal Adam	Tutor
5	Mr. Gray Mtamakaya Hyera	Tutor

DEPARTMENT OF BUSINESS MANAGEMENT

S/N	Name	Position
1	Mr. Daniel Dan Sogoja	Head of Department
2	Mr. Emanuel Mazengo	Tutor
3	Mr. Venance Manawa	Tutor
4	Mr. Devotha Kalinga	Tutor
5	Mr. Rose Paul	Tutor
6	Mrs. Janeth Skelengo	Tutor
7	Ms. Irene Siame (CPA)	Tutor
8	Mrs. Rehema Maige	Tutor
9	Mrs. Rehema Maige	Tutor
10	Prof. Sungwon Kam	Head of Journalism and Media Production.

1.0 Introduction

Welcome to the United African Technical College (UATC), a pioneering institution dedicated to providing high-quality technical and vocational education in Tanzania. UATC was established with a mission to address the growing need for skilled professionals in key industries, both locally and across Africa. We strive to create an environment where academic excellence, hands-on training, and personal development come together to shape future leaders and innovators.

Located in the rapidly developing district of Kigamboni, UATC offers a wide range of programs that cater to the demands of the modern workforce. Our institution is designed to equip students with practical knowledge, critical thinking skills, and industry-relevant expertise, ensuring that our graduates are ready to make a meaningful impact in their chosen fields. Whether you are a recent high school graduate seeking to further your education or a working professional looking to enhance your skills, UATC provides flexible and accessible learning opportunities tailored to your needs.

Our programs are carefully curated to bridge the gap between academic theory and real-world application, with a focus on disciplines such as Business Information Technology, Accountancy, Marketing, Business Administration, Human Resource Management, and Computing & Information Technology. Each course is developed in collaboration with industry experts to ensure that our curriculum remains current and aligned with the ever-changing demands of the global job market.

At UATC, we believe that education is more than just acquiring knowledge—it is about building character, fostering creativity, and preparing individuals to solve complex challenges in their communities. We are proud to offer a supportive and inclusive learning environment where students can thrive academically, socially, and personally. Our dedicated faculty members, cutting-edge facilities, and commitment to student success make UATC the ideal choice for anyone looking to pursue a technical or vocational career.

This prospectus is designed to provide you with an in-depth overview of UATC's programs, facilities, admissions process, and student services. As you explore the opportunities available at UATC, we invite you to join us in our mission to shape the future through education and innovation.

We look forward to welcoming you to the UATC community and supporting you on your journey toward academic and professional success.

1.1. Vision, Mission and Core Values of The United African Technical College

1.1.1. Vision

To be a leading institution in Africa, empowering individuals through innovative technical education, and fostering sustainable development across the continent.

1.1.2. Mission

To provide world-class technical education that equips students with practical skills, fosters creativity, and promotes entrepreneurship.

1.1.3. Core Values

Excellence: UATC is committed to achieving the highest standards in all aspects of education, research, and service. We strive for continuous improvement and encourage our students, staff, and faculty to pursue excellence in their respective fields.

Innovation: We believe in the power of innovation to transform lives and communities. UATC fosters a culture of creativity and innovation, encouraging our students and staff to think critically and develop groundbreaking solutions to real-world challenges.

Integrity: Integrity is the cornerstone of our institution. We uphold the highest ethical standards and promote honesty, transparency, and accountability in all our activities.

Inclusivity: UATC is dedicated to creating an inclusive and diverse learning environment. We value the unique perspectives and experiences of each individual and strive to ensure that everyone has equal opportunities to succeed.

Community Engagement: We recognize the importance of community engagement in fostering sustainable development. UATC actively collaborates

with local, national, and international partners to address societal challenges and contribute to the well-being of our communities.

1.1.4. Objectives

- I. **Provide High-Quality Education:** UATC aims to deliver high-quality education in Business, Science and Technology, and Health and Allied Sciences, ensuring that students acquire the knowledge and skills necessary to excel in their chosen fields.
- II. **Foster Innovation and Creativity:** Encourage innovation and creativity among students and staff, enabling them to develop practical solutions to real-world problems and contribute to technological advancements.
- III. **Promote Entrepreneurship:** Equip students with entrepreneurial skills and knowledge to foster a culture of entrepreneurship, enabling them to create and manage successful businesses that contribute to economic growth.
- IV. **Enhance Research and Development:** Promote research and development activities that address societal challenges and contribute to the body of knowledge in various disciplines, supporting sustainable development across the continent.
- V. **Ensure Quality Assurance:** Implement a comprehensive Quality Assurance and Control Policy that meets local and international standards, ensuring excellence and consistency in all academic and operational activities.
- VI. **Support Community Engagement:** Engage with local, national, and international communities through partnerships and collaborations, addressing societal needs and contributing to the well-being of communities.
- VII. **Develop Robust Infrastructure:** Develop and maintain state-of-the-art physical infrastructure and facilities that support effective teaching, learning, and research activities.

- VIII. **Attract and Develop Talent:** Recruit and develop highly qualified staff, fostering a supportive and inclusive work environment that encourages professional growth and excellence.
- IX. **Provide Student Support Services:** Offer comprehensive support services to enhance student welfare, including academic advising, career counseling, health services, and extracurricular activities.
- X. **Promote Inclusivity and Diversity:** Create an inclusive and diverse learning environment that values the unique perspectives and experiences of all individuals, ensuring equal opportunities for success.

1.1.5. Core Functions

- I. **Academic Programs:** Design and deliver a diverse range of academic programs in Business, Science and Technology, and Health and Allied Sciences that meet the highest standards of quality and relevance.
- II. **Research and Consultancy:** Conduct cutting-edge research and provide consultancy services that address pressing societal issues, contribute to sustainable development, and advance knowledge in various fields.
- III. **Quality Assurance and Control:** Implement and continuously improve the Quality Assurance and Control Policy to ensure that all academic and operational activities meet local and international standards of excellence.
- IV. **Student Admission and Registration:** Develop and manage efficient and transparent processes for student admission and registration, ensuring access to quality education for a diverse student body.
- V. **Staff Recruitment and Development:** Recruit, develop, and retain highly qualified academic and administrative staff, providing opportunities for professional growth and fostering a culture of excellence and innovation.
- VI. **Teaching and Learning:** Facilitate effective teaching and learning processes through the use of modern pedagogical methods, state-of-the-art facilities, and technology-enhanced learning environments.

- VII. **Student Assessment and Awards:** Implement fair and rigorous assessment methods to evaluate student performance, ensuring that awards and qualifications reflect the highest standards of academic achievement.
- VIII. **Library and Information Services:** Provide comprehensive library and information services that support academic and research activities, ensuring access to a wide range of resources and technologies.
- IX. **Student Welfare and Support:** Offer a range of support services to enhance student welfare, including academic advising, career counseling, health services, and extracurricular activities that promote holistic development.
- X. **Linkages and Partnerships:** Establish and maintain strategic linkages and partnerships with local, national, and international institutions, fostering collaboration and knowledge exchange that enhance the quality of education and research.
- XI. **Information Management:** Develop and implement robust information management systems that support efficient administration, decision-making, and communication across the college.
- XII. **Infrastructure and Facilities:** Develop and maintain high-quality physical infrastructure and facilities that support teaching, learning, research, and community engagement activities.

2.0 ADMISSION PROCESS

Advertisements for the courses are made in the media in early March, with the deadline for submitting applications in August each year. For the March intake programs, advertisements are made in early December, and the deadline for applications is February each year.

2.1 How to Apply

Application is made through downloading the application form from the college website: www.uatc.ac.tz or by visiting the admission office located at Kigamboni, Dar es Salaam. Follow the instructions to apply for the course of your choice.

Applicants with foreign certificates will be required to submit their certificates to the National Examination Council of Tanzania (NECTA) for equivalence. To download the equivalence form, visit: <http://www.necta.go.tz/fomu.html>.

For those who experience any difficulties during the application process or have no/limited access to the internet, assistance can be obtained at the admission office.

2.3 College Documents to be Made Available to Students Upon Registration

Upon admission, all new students must obtain and thoroughly read the following:

1. Students Guide, Rules, and Regulations
2. Examination Rules 2016, as amended in July 2019
3. The Constitution of the United African Technical College Students Organization (UATCSO)
4. Library Regulations
5. UATC Prospectus
6. College Dress Code
7. Any other regulations issued by the College from time to time

These documents containing the regulations may be obtained from the library and/or the Dean of Students' office or the College Website.

2.4 Documents to be Produced During Registration

During registration, every student must produce the following documents:

1. Sponsor's commitment form
2. A duly filled acceptance form to abide by the College Rules and Regulations
3. A duly filled medical examination form

4. Original certificates, academic transcripts, statement of results, etc.
5. Birth Certificate
6. Two recently taken passport-size photographs (coloured)
7. Resident permit (foreigners only)

2.5 Admission Regulations

1. Selected candidates are required to register after paying at least the first instalment of the tuition fee. The time frame for fee payment and registration is one month (30 days) from the date the College opens. This also applies to students with repeat modules or carry forward. Students who have not completed registration and fee payment within the specified timeframe will automatically lose their student status and will not be able to undertake any courses during the particular semester.
2. No student shall be allowed to change an academic program later than the second week from the commencement of the program.
3. No change of names by the student shall be allowed during the course of study.
4. Students shall be allowed to use only the names appearing on the certificates which qualified them for admission.
5. Certificates obtained outside Tanzania should be translated and verified by the National Examinations Council of Tanzania (NECTA).

2.6 Enrolment

The College enrolment shall be limited to the available facilities. The management will determine the number of students to be enrolled at the College from time to time.

2.7 Medium of Instruction

English is the medium of instruction.

2.8 Transfer Procedure

Registered students from any recognized academic institution may request a transfer to the United African Technical College and enroll in one of its programs of study, provided that:

1. They have fulfilled all the transfer procedures provided by the relevant authorities.
2. The program content of study between the two institutions is alike and compatible.
3. The grading and assessment criteria of the programs are compatible and accepted by the College.
4. The prescribed fees and other financial dues are duly paid to the College.
5. They have no examination irregularity or disciplinary cases.

For more information, visit www.uatc.ac.tz.

2.9 Almanac

UNITED AFRICAN TECHNICAL COLLEGE



Academic year 2024/2025

Internal & External Events

	Public Holidays
	Meetings
	Teaching Weeks

WEEK NO.	DATE	ACTIVITIES
SEMESTER 1 ACTIVITIES – OCTOBER, 2024		
-	Friday, 04 th October, 2024	Staff Meeting & Management Meeting
	Monday, 07 th October, 2024	Begin of 2024/25 academic year
01	Monday, 07 th October – 11 th October, 2024.	New Student Registration and Orientation 1 st Teaching Week and Orientation
	Friday 11 th October 2024	Academic Meeting
	Monday 14 th October, 2024	Mwalimu Nyerere Day
02	Tuesday, 15 th October – 18 th October, 2024	2 nd Teaching Week
03	Monday, 21 st October – 25 th October, 2024	3 rd Teaching Week
SEMESTER 1 ACTIVITIES – NOVEMBER, 2024		
04	Monday, 28 th October – 01 st November, 2024	4 th Teaching Week
	Monday 04 th November, 2024	Management Meeting

05	Monday 04 th November - 08 th November, 2024	5 th Teaching Week
06	Monday 11 th November – 15 th November, 2024.	6 th Teaching Week
07	Monday 18 th November – 22 nd November, 2024	7 th Teaching Week
08	Monday 25 th November -29 th November, 2024.	8 th Teaching Week
	Wednesday 27 th November 2024	Academic Meeting
	Thursday 28 th November, 2024	College Board Meeting

SEMESTER 1 ACTIVITIES – DECEMBER, 2024

09	Monday 02 nd December – 06 th December, 2024	9 th Teaching Week
	Monday 02 nd December 2024	Management Meeting
	Tuesday 03 rd December 2024	Council Meeting
	Monday, 09 th December, 2024	INDEPENDENCE DAY (PUBLIC HOLIDAY)
10	Tuesday 10 th December – 13 th December, 2024	10 th Teaching Week
11	Monday 16 th December – 20 th December, 2024.	11 th Teaching Week
	Monday 23 rd December, 2024	Staff Meeting
	Tuesday, 24 th December – 01 st January, 2025	CHRISTMAS BREAK
	Tuesday, 24 th December, 2024	CHRISTMAS EVE (PUBLIC HOLIDAY)
	Wednesday 25 th December, 2024	CHRISTMAS (PUBLIC HOLIDAY)
	Thursday 26 th December, 2024	BOXING DAY (PUBLIC HOLIDAY)

SEMESTER 1 ACTIVITIES – JANUARY, 2025

	Monday 06 th January, 2024	Management Meeting
12	Monday 06 th January – 10 th January, 2025	12 th Teaching Week
	Monday 12 th January 2024	UATC Assessment Week
13	Monday 13 th January – 17 th January, 2025	13 th Teaching Week
	Monday 13 th January – 24 th January, 2025	Moderation of the 1 st Semester Examination
14	Monday 20 th January – 24 th January, 2024	14 th Teaching Week

Friday 24 th January, 2024	College Board Meeting
Monday 27 th January – 31 st January, 2024	Student Preparation Week for Examination
Tuesday 28 th January 2024	Academic Staff Meeting
Wednesday 29 th January 2024	Administrative Meeting
Friday 31 st January 2024	Management Meeting

SEMESTER 1 ACTIVITIES – FEBRUARY, 2025

Monday 03 rd – 14 th February, 2025	End of Semester Examination
14 th February, 2025	End of Semester 1
14 th February 2025	Begin of Semester 1 Break
Monday 17 th February – 28 th February, 2025	Marking of Examinations and submission of results to the HoD.

SEMESTER 1 ACTIVITIES – MARCH, 2025

Monday 03 rd March, 2025	Management Meeting
Monday 03 rd – 07 th March 2025	Moderation of marked 1 st - semester Examinations and results (External Examiners and Departmental Meetings)
Monday 17 th March, 2025	Council Meeting – 2
Tuesday 18 th March, 2025	Academic Staff Meeting
Wednesday 19 th March 2025	College Board Meeting (to provisionally approve the 1st-semester examination results)
Thursday 20 th March 2025	Academic Board Meeting (to provisionally approve 1st-semester Examination results)
Friday 28 th March 2025	SENATE MEETING to approve 1st-semester Examination Results

SEMESTER 2 ACTIVITIES – APRIL, 2025

Monday 07 th April 2025	Karume Day
------------------------------------	------------

	Tuesday 08 th April 2025	Beginning of the 2 nd Semester for September Intake and 1 st Semester for March intake.
	Tuesday 08 th April 2025	Management & Staff Meeting
	Wednesday 09 th April 2025	Academic Staff Meeting
01	Tuesday 08 th April – 11 th April, 2025	New Student Registration and Orientation for March intake.
02	Monday 14 th April – 17 th April, 2025	1 st Teaching Week 2 nd Teaching Week
03	Tuesday 22 nd April – 25 th April, 2025	3 rd Teaching Week
04	Monday 28 th April – 02 nd May, 2025	4 th Teaching Week
	Wednesday 30 th April 2025	College Board Meeting

SEMESTER 2 ACTIVITIES – MAY, 2025

	Monday 01 st May, 2025	Management Meeting
05	Monday 05 th May – 9 th May, 2025	5 th Teaching Week
	Monday 05 th May – 9 th May, 2025	Supplementary/Special examinations
06	Monday 12 th May – 16 th May. 2025	6 th Teaching Week
07	Monday 19 th May – 23 rd May, 2025	7 th Teaching Week
	Monday 19 th May, 2025	College Board Meeting
08	Monday 26 th May – 30 th May, 2025	8 th Teaching Week

SEMESTER 2 ACTIVITIES – JUNE, 2025

	Monday 02 nd June 2025	Management Meeting
09	Monday 02 nd June – 6 th June, 2025	09 th Teaching Week
	Monday 09 th June – 13 th June, 2025	UATC Assessment Week
10	Monday 09 th June – 13 th June, 2025	10 th Teaching Week
11	Monday 16 th June – 20 th June, 2025	11 th Teaching Week
12	Monday 23 rd June – 27 th June, 2025	12 th teaching Week

	Monday 23 rd June – 27 th June, 2025	Submission of Examinations for the end 1 st semester for March intake and 2 nd semester for September intake to HoDs.
	Monday 27 th June, 2025	Council Meeting – 3
14	Monday 30 th June – 04 th July, 2025	13 th Teaching Week
	Monday 30 th June – 04 th July, 2025	Moderation of the 1 st and 2 nd Semester Examinations.
SEMESTER 2 ACTIVITIES – JULY, 2025		
	Monday 08 th July 2025	Management Meeting
	Tuesday 08 th July – 11 th July, 2025	14 th Teaching Week
	Monday 14 th July – 18 July, 2025	Student Preparation Week for Examination
	Monday 21 st July – 01 st August, 2024	End of Semester 2 Examination for September intake and Semester 1 for March Intake.
SEMESTER 2 ACTIVITIES – AUGUST, 2025		
	Friday 01 st August, 2025	Staff & Management Meeting
	Friday 01 st August, 2025	Holiday Starts for March Intake and End of Academic Year for September Intake.
	Monday 04 th August – 12 th September, 2025	Field and Practical Training for September Intake
	Monday 04 th August – 15 th August, 2025	Marking of End of Semester Examinations
	Friday 08 th August, 2024	Farmers Day
	Monday 18 th August – 22 nd August 2025	Moderation of marked 1 st and 2 nd -semester Examinations and results for both intakes (External examiners and Departmental meeting)
	Monday 25 th August 2025	Council Meeting

	Tuesday 26 th August, 2025	Academics Staff Meeting
	Friday 29 th August, 2025	College Board Meeting (to provisionally approve the 1 st and 2 nd Semester examination results for both intakes)
SEMESTER 2 ACTIVITIES – SEPTEMBER, 2025		
	Monday 01 st September, 2025	2 nd Semester Starts for March Intake
	Monday 01 st September, 2025	Academic Board Meeting
1	Monday 01 st September – 04 th September, 2025	1 st Teaching Week
	Friday 05 th September, 2025.	Maulid tentative
	Monday 08 th September 2025	SENATE MEETING to approve 1st-semester Examination Results.
2	Monday 08 th September – 12 th September, 2025	2 nd Teaching Week
3	Monday 15 th September – 19 th September, 2025.	3 rd Teaching Week
4	Monday 22 nd September – 26 th September, 2025	4 th Teaching Week
SEMESTER 1 ACTIVITIES – OCTOBER, 2025		
5	Monday 29 th September – 3 rd October, 2025	5 th Teaching Week
	Monday 06 th October 2025	Management Meeting
6	Monday 06 th October – 10 th October 2025	6 th Teaching Week
	Monday 06 th October 2025	1 st Semester for September Intake
	Monday 13 th October – 17 th October 2025	7 th Teaching Week for March intake and 1 st Week Teaching for September 2025.
	Tuesday 14 th October, 2024	Mwalimu Nyerere Day
	Monday 20 th October – 24 th October, 2025	8 th Teaching Week for March Intake and 2 nd Week for September Intake
	Tuesday 21 st October 2025	College Board Meeting

Monday 27th October – 31st October, 2025 9th Teaching Week for March Intake and 3rd Week for September, 2025

SEMESTER 1 ACTIVITIES – NOVEMBER, 2025

Monday 03 rd November 2025	Management Meeting
Monday 03 rd November – 07 th November, 2025	10 th Teaching Week for March intake and 4 th Week for September, 2025
Monday 03 rd November – 07 th November, 2025	Supplementary and Special Examinations
Monday 10 th November – 14 th November, 2025	11 th Teaching Week for March 2025 and 5 th Week for September, 2025
Monday 17 th November – 21 st November, 2025	12 th Teaching Week for March Intake and 6 th Week for September, 2025
Monday 24 th November – 28 th November, 2025	13 th Teaching Week for March Intake and 7 th Week for September Intake
Monday 17 th November – 21 st November, 2025	Submission of End of Semester 2 Examinations for March intake to HoDs
Monday 27 th October – 31 st October, 2025	14 th Teaching Week for March Intake and 8 th Week for September, 2025

SEMESTER 1 ACTIVITIES – DECEMBER, 2025

Monday 01 st December, 2025	Management Meeting
Monday 01 st December – 05 th December, 2025	Preparation Week for Examination
Tuesday 09 th December 2025	10 th Teaching Week for September intake.
Monday 08 th December – 19 th December, 2025	INDEPENDENCE DAY (PUBLIC HOLIDAY)
Friday 19 th December, 2025	End of Semester 2 Examination for March Intake.
Tuesday, 24 th December – 01 st January, 2025	Break Begins /End of Semester for March Intake.
Tuesday, 24 th December, 2025	CHRISTMAS BREAK
Wednesday 25 th December, 2025	CHRISTMAS EVE (PUBLIC HOLIDAY)
	CHRISTMAS (PUBLIC HOLIDAY)

Thursday 26 th December, 2025	BOXING DAY (PUBLIC HOLIDAY)
--	-----------------------------

SEMESTER 1 ACTIVITIES – JANUARY, 2026

Monday 05 th January, 2025	Management Meeting
Monday 05 th January – 9 th January, 2026	11 th Teaching Week for September intake & Marking of Examinations for March Intake.
Friday 09 th January 2025	Academic Meeting
Monday 05 th January – 16 th January, 2026	12 th Teaching Week for September intake
Monday 12 th January, 2026	Zanzibar Revolution Day
Tuesday 13 th January – 16 th January, 2026	Submission and Moderation of 2 nd Semester Examination to HoD September intake Holiday Begins for March Intake
Friday 16 th January, 2026	
19 th January – 23 rd January, 2026	13 th Teaching Week for September 2026 and Marking for March intake
19 th January – 30 th January, 2025	Marking for March intake
26 th January – 30 th January 2026	14 th Teaching Week for September 2026

SEMESTER 1 ACTIVITIES – FEBRUARY, 2026

Monday 02 nd February, 2025	Management & Staff Meeting
Monday 2 nd February – 06 th February, 2026	Preparation Week for Examination and Submission of results to HoDs.
Monday 09 th February – 20 th February 2026	End of Semester 1 Examination for September Intake.
20 th February, 2026	Holiday Begins for September intake.

Monday 23 rd February – 06 th March, 2026	Marking of Examination and Submission of results to HODs.
Friday 27 th February, 2026	College Board Meeting (provisionally approval of examination results for 1 st for September and 2 nd Semester for March intakes)

SEMESTER 1 ACTIVITIES – MARCH, 2026

Monday 02 nd March, 2026	Management Meeting
Wednesday 04 th March, 2026	Academic Board Meeting (to provisionally approve examination results for 1 st for September and 2 nd Semester for March intakes)
Friday 13 th March, 2025	SENATE MEETING (To approve examination results for 1 st for September and 2 nd Semester for March intakes)

3.0 PROGRAMMES OFFERED AND ENTRY QUALIFICATIONS

3.1 Certificate program in Computing Information Technology

SEMESTER 1	
CTT 04101	Basic Computing Mathematics
CTT 04102	Communication Skills
CTT 04103	PC and Network Operations
CTT 04104	Graphics Design
CTT 04105	Computer Applications
SEMESTER 2	
CTT 04209	Basics of Entrepreneurship
CTT 04210	Network Operating Systems
CTT 04211	Basic Web Design
CTT 04212	Basics of Programming
CTT 04213	Principles of Relational Databases
CTT 04216	Practical Training

3.1.1 ENTRY QUALIFICATIONS

- (i) Certificate of Secondary Education with at least four (4) passes in non-religious subjects
- OR
- (ii) National Vocational Training Award Level III (Trade Test Grade I) from any recognized institution.

3.2 Diploma program in Computing Information Technology

SEMESTER 1	
CTT 05101	Applied Mathematics
CTT 05102	Business Communication
CTT 05103	Computer Organization and Architecture
CTT 05104	Fundamentals of Computer Programming
CTT 05105	Essentials of Computer Networks
SEMESTER 2	
CTT 05210	Fundamentals of Enterprise Networking
CTT 05213	Object-Oriented Programming
CTT 05214	Database Development
CTT 05215	Web Design
CTT 05219	Entrepreneurship
SEMESTER 3	
CTT 06101	Systems Analysis and Design
CTT 06104	Enterprise Networking and Security
CTT 06105	Web Application Development
CTT 06106	Object Oriented Techniques in Software Development
CTT 06107	Essentials of Project Management
SEMESTER 4	
CTT 06211	Fundamentals of Accounting
CTT 06212	Server Administration
CTT 06213	Database Administration
CTT 06214	Mobile Applications Development
CTT 06219	Final Year Project

3.2.1 ENTRY QUALIFICATIONS

- (i) Advanced Certificate of Secondary Education Examination (ACSEE) with one (1) principle pass and one (1) subsidiary pass.

OR

- (ii) Basic Technician Certificate (NTA Level in Computer Science (CS), Information Technology (IT), Business Information Technology (BIT), Computer Engineering, Electronic Engineering.

3.3 Certificate program in Business Information Technology

SEMESTER 1	
CTT 04102	Communication Skills
CTT 04105	Computer Applications
CTT 04106	Business Mathematics
CTT 04107	Bookkeeping and Accounts
CTT 04108	Computer Fundamentals
SEMESTER 2	
CTT 04209	Basics of Entrepreneurship
CTT 04212	Basics of Programming
CTT 04213	Principles of Relational Databases
CTT 04214	Basic Principles of Management
CTT 04215	Principles of Accounting and Auditing
CTT 04216	Practical Training

3.3.1 ENTRY QUALIFICATIONS

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

OR

- (ii) National Vocational Training Award Level III (Trade Test Grade I) from any recognized institution.

3.4 Diploma program in Business Information Technology

SEMESTER 1	
CTT 05102	Business Communication
CTT 05106	Computer Networking
CTT 05107	Quantitative Techniques
CTT 05108	Financial Accounting
CTT 05109	Information Systems Management
SEMESTER 2	
CTT 05215	Web Design
CTT 05217	Business Management
CTT 05218	Managerial Accounting
CTT 05219	Entrepreneurship
CTT 05220	Business Economics
SEMESTER 3	
CTT 06101	Systems Analysis and Design
CTT 06107	Essentials of Project Management
CTT 06108	Database Applications in Business
CTT 06109	Fundamental of Corporate Finance
CTT 06110	Principles of Taxation
SEMESTER 4	
CTT 06215	E-Business
CTT 06216	Organisational Behaviour
CTT 06217	Principles of Business Law
CTT 06218	Computerized Accounting
CTT 06219	Final Year Project

3.4.1 ENTRY QUALIFICATIONS

- (i) Advanced Certificate of Secondary Education Examination (ACSEE) with one (1) principle pass and one (1) subsidiary pass.

OR

- (ii) Basic Technician Certificate (NTA Level in Computer Science (CS), Information Technology (IT), Business Information Technology (BIT), Computer Engineering, Electronic Engineering.

3.5 Fees structure Certificate and diploma in CIT and BIT.

Fee Description	NTA Level 4	NTA Level 5	NTA Level 6
Tuition Fees	1,100,000	1,100,000	1,100,000
Registration Charges	20,000	20,000	
NHIF Membership (annually)	50,400	50,400	50,400
NACTVET Quality Assurance Fee	15,000	15,000	15,000
Identity Card	10,000	10,000	10,000
Exams Charges	50,000	50,000	50,000
Practical Training	50,000	50,000	50,000
UATC Students Organization Fees	10,000	10,000	10,000
Caution Fees	50,000	50,000	
Special Department Fees	60,000	60,000	
Certificate Collection Charges			
Graduation Charges	50,000	50,000	
Total Charges	1,465,400	1,465,400	1,285,400

- ✓ Hostels are also available/year 340,000
- ✓ Regarding NHIF payments, students who already possess a health insurance card should not make the payment again. Instead, they must attach a copy of their insurance card to the bank pay slip.
- ✓ Please note that the hostel fee is not included in the above breakdown; it is separate.
- ✓ Please remember to bring your bank slip when making payments and ensure that you retain your copy of the bank slip for your records.
- ✓ The direct fees of TSH 365,400 are to be paid at the beginning of the semester. The tuition fees of TSH 1,100,000 are divided into four equal installments, as outlined below:

SEPTEMBER INTAKE INSTALLMENTS.			
SEPTEMBER	JANUARY	APRIL	JUNE
275,000/-	275,000/-	275,000/-	275,000/-
MARCH INTAKE INSTALLMENTS.			
MARCH	JULY	OCTOBER	JANUARY
275,000/-	275,000/-	275,000/-	275,000/-

MODE OF PAYMENTS

The fees are payable in full/or in four installments at the beginning of each academic year/ semester. No one will be accepted to the college before payments of a quarter of the amount: and if accepted by any means no one will be allowed to examinations rooms unless she/has cleared all dues.

All payments shall be paid directly to our banks (Account No. 0150941300400) at any **Branch of CRDB BANK PLC with account name:** United African Technical College.

Bring the bank pay slip to the college. **Please take note of that. The money paid is non-refundable.**

3.7 Diploma program in Business Administration.

SEMESTER 1	
GST04101	Basic Business Communication
BAT04102	Elements of Entrepreneurship
GST04103	Principles of Bookkeeping
GST04104	Elements of Business Mathematics
GST04105	Basic Computer Applications
BAT04106	Elements of Commerce
SEMESTER 2	
BAT04207	Fundamentals of Marketing
BAT04208	Basic Procurement and Supply
GST04209	Elements of Economics
BAT04210	Fundamentals of Salesmanship
BAT04211	Basic Office Practice and Records Management
GST04212	Field Practical Training

3.7.1 ENTRY QUALIFICATIONS

- (i) Certificate of Secondary Education with at least four (4) passes in non-religious subjects
- (ii) National Vocational Training Award Level III (Trade Test Grade I) from any recognized institution.

3.8 Diploma program in Business Administration.

SEMESTER 1	
GST05101	Business Communication
BAT05102	Small Business Management
GST05103	Principles of Accounting
GST05104	Business Mathematics and Statistics
GST05105	Information and Communication Technology
BAT05106	Principles of Management
SEMESTER 2	
BAT05207	Principles of Marketing
BAT05208	Principles of Procurement and Supply
GST05209	Principles of Economics
BAT05210	Sales Management Principles
BAT05211	Office Practice and Records Management
GST05212	Supervisory Skills for Business
SEMESTER 3	
BAT06101	Principles of Business Management
BAT06102	Entrepreneurship Development
BAT06103	Principles of Financial Management
GST06104	Basic Quantitative Methods
GST05105	Business Information Systems
BAT06106	Principles of Marketing Management
SEMESTER 4	
GST06207	Principles of Human Resource Management
BAT06208	Procurement and Supply Management
GST06209	Business Law
BAT06210	Principles of Production Management
GST06211	Research Methodology
GST06212	Field Practical Training

3.8.1 ENTRY QUALIFICATIONS

- i. Advanced Certificate of Secondary Education Examination (ACSEE) with one (1) principle pass and one (1) subsidiary pass.

OR

- ii. Basic Technician Certificate (NTA Level in Business administration, Management and equivalent Certificate)

3.9 Certificate program in Accounting and Finance.

SEMESTER 1	
GST04101	Basic Business Communication
AFT04102	Elements of Finance
AFT04103	Principles of Bookkeeping
GST04104	Basic Mathematics and Statistics
GST04105	Basic Computer Applications
GST04106	Elements of Commerce
SEMESTER 2	
AFT04207	Fundamentals of Banking
AFT04208	Elements of Cost Accounting
AFT04209	Elements of Auditing
AFT04210	Fundamentals of Taxation
GST04211	Field Practical Training

3.9.1 ENTRY QUALIFICATIONS

- (i) Certificate of Secondary Education with at least four (4) passes in non-religious subjects
- OR
- (ii) National Vocational Training Award Level III (Trade Test Grade I) from any recognized institution.

3.10 Diploma program in Accounting and Finance.

SEMESTER 1	
GST05101	Business Communication
AFT05102	Principles of Accounting
AFT05103	Principles of Finance
GST05104	Business Mathematics and Statistics
GST05105	Information and Communication Technology
GST05106	Principles of Economics
SEMESTER 2	
AFT05207	Public Finance and Taxation
GST05208	Principles of Entrepreneurship
AFT05209	Cost Accounting
AFT05210	Principles of Auditing
AFT05211	Managing Financial Services
AFT05212	Accounting for Public Sector and Cooperatives
SEMESTER 3	
AFT06101	Principles of Microfinance
AFT06102	Financial Markets and Institutions
AFT06103	Financial Accounting
GST06104	Management and Supervisory Skills
GST06105	Business Information Systems
AFT06106	Financial Management
SEMESTER 4	
GST06207	Entrepreneurship and Small Business Management
AFT06208	Principles of Taxation
GST06209	Business Law
AFT06210	Auditing Principles and Practice
GST06211	Research Methods
GST06212	Field Practical Training

3.10.1 ENTRY QUALIFICATIONS

- iii. Advanced Certificate of Secondary Education Examination (ACSEE) with one (1) principle pass and one (1) subsidiary pass.

OR

- iv. Basic Technician Certificate (NTA Level in Business administration, Accounting and Finance Management and equivalent Certificate)

3.11 Fee structure Certificate and diploma in Business administration and Accounting and Finance.

Fee Description	NTA Level 4	NTA Level 5	NTA Level 6
Tuition Fees	900,000	900,000	900,000
Registration Charges	20,000	20,000	
NHIF Membership (annually)	50,400	50,400	50,400
NACTVET Quality Assurance Fee	15,000	15,000	15,000
Identity Card	10,000	10,000	10,000
Exams Charges	30,000	30,000	30,000
UATC Students Organization Fees	10,000	10,000	10,000
Graduation Charges	30,000	30,000	
Certificate Collection Charges			
Total Charges	1,065,400/-	1,065,400/-	1,015,400/-

- ✓ Hostels are also available/year 340,000
- ✓ Regarding NHIF payments, students who already possess a health insurance card should not make the payment again. Instead, they must attach a copy of their insurance card to the bank pay slip.
- ✓ Please note that the hostel fee is not included in the above breakdown; it is separate.
- ✓ Please remember to bring your bank slip when making payments and ensure that you retain your copy of the bank slip for your records.
- ✓ The direct fees of TSH 165,400 are to be paid at the beginning of the semester. The tuition fees of TSH 900,000 can be paid in full or divided in four (4) equal installments, as outlined below:
- ✓ All payments should be done on the first day (1st) of the month of installment in-respect of the month depending on the intake period.

INSTALLMENT PERIOD

SEPTEMBER INTAKE INSTALLMENTS.			
SEPTEMBER	JANUARY	APRIL	JUNE
225,000/-	225,000/-	225,000/-	225,000/-
MARCH INTAKE INSTALLMENTS.			
MARCH	JULY	OCTOBER	JANUARY
225,000/-	225,000/-	225,000/-	225,000/-

MODE OF PAYMENTS

The fees are payable in full/or in four installments at the beginning of each academic year/ semester. No one will be accepted to the college before payments of a quarter of the amount: and if accepted by any means no one will be allowed to examinations rooms unless she/has cleared all dues.

All payments shall be paid directly to our banks (Account No. 0150941300400) at any **Branch of CRDB BANK PLC with account name:** United African Technical College.

Bring the bank pay slip to the college. **Please take note of that. The money paid is non- refundable.**

3.12 Certificate program in Journalism and Media Production

SEMESTER 1	
GSTT04101	Computer Application in Journalism
GST04102	Matumizi ya Lugha ya Kiswahili katika Tasnia ya Habari
JMT04103	Journalism Industry Development
JMT04104	Core Principles of Journalism
JMT04105	Audio Mixer Operating Procedures
JMT04106	Microphone Operating Procedures
SEMESTER 2	
GST04201	English Language Application in Journalism
JMT04202	Journalism and Society Relationship
JMT04203	Video Mixer Operating Procedures
JMT04204	Storage Device Procedures
JMT04205	Camera Operating Procedure
JMT04206	News Investigative Skills

3.12.1 ENTRY QUALIFICATIONS

- (i) Holder of Ordinary Certificate of Secondary Education Examination (CSEE) with a minimum of FOUR passes or (D grade) in any four (4) non-religious subjects
OR
- (ii) Holder of certificate in any course of National Vocational Award (NVA) Level III or equivalent and with at least two D's passes of CSEE

3.13 Diploma program in Journalism and Media Production

SEMESTER 1	
GST 05101	Business Planning Writing Skills
JMT 05102	News Writing and Editing skills
JMT 05103	Media Policies
JMT 05104	Presenters' skills for Broadcasts Media
JMT 05105	Journalism and Media Profession Ethics
JMT 05106	Emerging Issues Reporting Skills
SEMESTER 2	
GST 05201	Risk Taking Skills
GST 05202	Resources Mobilization Skills
JMT 05203	Broadcasting Scheduling
JMT 05204	Radio and TV Advertisement Techniques
JMT 05205	Social Media Marketing Strategies
JMT 05206	Field Practice Training
SEMESTER 3	
GST 06101	Principles of Microfinance
GST 06102	Financial Markets and Institutions
JMT 06103	Financial Accounting
JMT 06104	Management and Supervisory Skills
JMT 06105	Business Information Systems
JMT 06106	Financial Management
GST 06107	
SEMESTER 4	
GST 06201	Counselling Procedures in Journalism
GST 06202	Organizational Behaviour Modification
GST 06203	Organization Workers' Motivation
JMT 06204	Audio Recording Procedures
JMT 06205	Video Recording Procedures
JMT 06206	Mobilephone Film Recording Procedures
JMT 06207	Field Practise Training

3.13.1 ENTRY QUALIFICATIONS

- i. Advanced Certificate of Secondary Education Examination (ACSEE) with one (1) principle pass and one (1) subsidiary pass.

OR

- ii. Possession of Technician Certificate (NTA Level 5) in journalism and media production

3.14 Fee structure Certificate and diploma in Journalism and Media Production.

Fee Description	NTA Level 4	NTA Level 5	NTA Level 6
Tuition Fees	1,200,000	1,200,000	1,200,000
Registration Charges	20,000	20,000	
NHIF Membership (annually)	50,400	50,400	50,400
NACTVET Quality Assurance Fee	15,000	15,000	15,000
Identity Card	10,000	10,000	10,000
Exams Charges	30,000	30,000	30,000
UATC Students Organization Fees	10,000	10,000	10,000
Graduation Charges	30,000	30,000	
Certificate Collection Charges			
Total Charges	1,365,400/-	1,365,400/-	1,215,400/-

- ☐ Hostels are also available/year 340,000
- ☐ Regarding NHIF payments, students with a health insurance card shouldnot make the payment again. Instead, they must attach a copy of their insurance card to the bank pay slip.
- ☐ Please note that the hostel fee is not included in the above breakdown; it is separate.
- ☐ Please remember to bring your bank slip when making payments and ensure that you retain your copy of the bank slip for your records.
- ☐ The direct fees of TSH 1 65,400 are to be paid at the beginning of the semester. The tuition fees of TSH 1,200,000 can be paid in full or divided in four (4) equal installments, as outlined below:
- ☐ All payments should be done on the first day (1st) of the month of installment in respect of the month depending on the intake period.

INSTALLMENT PERIOD

SEPTEMBER INTAKE INSTALLMENTS FOR JOURNALISM AND MEDIA PRODUCTION			
SEPTEMBER	JANUARY	APRIL	JUNE
300,000/-	300,000/-	300,000/-	300,000/-
MARCH INTAKE INSTALLMENTS.			
MARCH	JULY	OCTOBER	JANUARY
300,000/-	300,000/-	300,000/-	300,000/-

MODE OF PAYMENTS

The fees are payable in full/or in four installments at the beginning of each academic year/ semester. No one will be accepted to the college before payments of a quarter of the amount: and if accepted by any means no one will be allowed to examinations rooms unless she/has cleared all dues.

All payments shall be paid directly to our banks (Account No. 0150941300400) at any **Branch of CRDB BANK PLC with account name:** United African Technical College.

Bring the bank pay slip to the college. **Please take note of that. The money paid is non- refundable.**

4. EXAMINATION REGULATIONS AND GUIDELINES

The United African Technical College (UATC) Examination Regulations and Guidelines are provided herewith to regulate the conduct of the examinations at the College. These should be applicable together with other relevant legislation, NACTVET guidelines, and College regulations.

4.0 Forms of Examinations

- 4.1 Examinations shall include continuous assessments and end-of-semester examinations. Continuous assessments include tests, quizzes, practicals, case studies, assignments, seminar presentations, and oral examinations where applicable. Specific assessment methods shall be determined by the relevant curriculum.
- 4.2 There shall be written College examinations at the end of each semester for each course taught. There shall also be practical and/or oral examinations where applicable.
- 4.3 There shall be supplementary and special examinations before the beginning of the academic year for the courses which a student has failed and adjourned, respectively.

5.0 Conduct of Examinations

- 5.1 The College written examinations at the end of each semester, supplementary and special examinations for each course taught shall be conducted under the Deputy Principal Academic, Research, and Consultancy Office.
- 5.2 All end of semester, supplementary, and special examinations shall be conducted for a duration not exceeding three hours, but not less than two hours.

- 5.3 As far as possible, no end of semester examination shall have a sole internal examiner.
- 5.4 The College continuous assessment including tests, quizzes, case studies, assignments, and seminar presentations shall be conducted under the course instructor(s), or where necessary such other instructor(s) of the College as may be appointed.
- 5.5 The Deputy Principal shall have the power to issue such instructions, notes, or guidelines to candidates, invigilators, and examiners of College examinations as he/she shall deem appropriate for the proper, efficient, and effective conduct of such examinations.
- 5.6 The instruction notes or guidelines issued by the Deputy Principal under regulation 3.5 shall form part of and be as binding as these Regulations.

6.0 Dates of Examinations

- 6.1 Dates and times of conducting continuous assessments shall be indicated by the respective instructor(s) in the course schedules, and shall, as far as possible, be respected by both parties (instructors and students).
- 6.2 All course assessments shall be carried out in time to allow results to be known to candidates at least one week before the study break preceding the end of semester examinations.
- 6.3 Dates for the end of semester, supplementary, and special examinations shall be published in the College Almanac.
- 6.4 Examinations shall take place any day of the week (Monday to Friday) as scheduled in the timetable, excluding Public Holidays.

6.5 The Deputy Principal Academic, Research, and Consultancy shall have the power to suspend examinations at any day of the week as the case may be and prescribe a day on which the activities shall resume.

7.0 Eligibility for Examinations

7.1 No candidate shall be eligible for any examination in any subject unless the Instructor and the Programme Coordinator have satisfied themselves that the candidate has undertaken the course by attendance. Records of attendance in each lecture/seminar/field practical training shall be maintained by the instructor for each course.

7.2 A candidate shall only be allowed to sit for scheduled College examination(s) if he/she has attained at least 75% of attendance of the course through lectures, seminars, tutorials, and practical sessions. A candidate who fails to attain at least 75% attendance rate for lectures, seminars, tutorials, and practical sessions shall be required to repeat the whole course during the next academic year.

7.3 A candidate shall be required to attend all sessions of Field Practical Training (FPT) and a candidate who misses any session with or without the permission of the Programme Coordinator or his appointee (i.e., FPT supervisor) shall be required to retake the FPT in the next academic year.

8.0 Absence from Examination

8.1 A candidate who absents oneself from an end of semester examination including supplementary examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.

8.2 A candidate who absents oneself from any continuous assessment element or fails to submit assignment(s) given as part of the

coursework without compelling reasons shall be required to make up the unfinished portion of the module during the re-sit period and shall be given a grade “I”.

8.3 A candidate who fails to submit an assignment on time without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by the instructor(s).

8.4 A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the continuous assessment test or assignment.

8.5 A candidate allowed to be absent from the end of semester examination(s) shall carry forward the examination(s) as incomplete and shall have to sit for the respective examination(s) during the subsequent supplementary and special examination session.

8.6 Permission for postponement of end of semester examination(s) shall be granted by the Deputy Principal Academic, Research, and Consultancy after consultation with the Head of Academic Programmes and where applicable Head of Students Affairs.

8.7 Special examinations shall be given to students who have genuine reasons or requests for delayed consideration in relation to examinations and shall only be considered on the following grounds:

- 8.7.1 Serious health problems, confirmed by a certificate or letter from a registered medical doctor;
- 8.7.2 Compassionate circumstances;
- 8.7.3 Unpaid College fees, as approved by the Deputy Principal Planning, Finance, and Administration;

- 8.7.4 Selection in national or international sporting events, or any related events; and
- 8.7.5 Participating in any recognized events.

8.8 A request for special examination must be made at least one week before the examination(s), save for unforeseen circumstances.

8.9 Special examinations shall be given at the time of supplementary examinations and will be treated as first sitting and graded as such.

8.10 Postponement of course assessment tests shall be granted by the course instructor and reported to the Programme Coordinator in writing.

8.11 Requests for postponement of end of semester examination(s) or coursework assessment tests shall be made by submitting a written letter addressed to the Head of Academic Programs.

9.0 Specific Examination Regulations for Candidates

9.1 Candidates should make sure that they have been issued examination numbers and identity cards before examinations begin.

9.2 Candidates shall be responsible for consulting the Examination Timetables for any changes.

9.3 Candidates shall be required to show examination identity cards at the entry point of the examination room to the Invigilator.

9.4 Candidates shall be seated 15 minutes before the starting time, and no student shall be allowed into the examination room after the starting time, except for a compelling reason.

9.5 Candidates must not begin writing before they are told to do so by the Invigilator.

- 9.6 Candidates are allowed to carry only pens, pencils, or other materials explicitly prescribed by the Department or in the particular examination instructions.
- 9.7 Candidates are not allowed to enter the examination room with written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, handbags, clipboards, purses, papers, magazines, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks, and any other material as may be specified from time to time by the Deputy Principal Academic, Research, and Consultancy. They may use their own calculators, or use logarithmic tables as instructed.
- 9.8 In case candidates are allowed to come with specified items into the examination room, no borrowing from one another shall be allowed during the examinations. Items allowed into the examination room shall be liable to inspection by the invigilator.
- 9.9 Each answer in an examination shall begin on a fresh page of the examination booklet. All rough work must be done in the booklet and crossed out. Candidates are not allowed to sign their names anywhere in the examination booklet.
- 9.10 All candidates shall observe silence in the examination room.
- 9.11 Candidates are not allowed to write anything in their question papers.
- 9.12 No food or drink shall be allowed into the examination room.
- 9.13 Invigilators shall have the power to specify or change the sitting arrangement in the examination room; or to require inspection of a candidate; or to confiscate any unauthorized material brought into the examination room; and shall have the power to expel and report from

the examination room any candidate who creates a disturbance and record the incident to the Head of Academic Programmes.

- 9.14 If an invigilator detects that a student has committed an examination offence, he/she shall impound any relevant material(s) and call a witness to this. The invigilator and witness will receive and document the material in detail, and hold it securely and intact. Anything that may prevent a student from legitimately completing the exam shall not be impounded until the exam has been completed. The invigilator and the student will be required to sign an Examination Incident form and immediately the invigilator shall inform the student that an investigative interview will take place after the end of the examination assessment period.
- 9.15 Candidates are strongly warned that cheating or being in possession of unauthorized material contravenes the College Examination Regulations and leads to discontinuation from studies.
- 9.16 All candidates shall sign the Attendance Form at the beginning and end of every examination.
- 9.17 No candidate shall be permitted to enter the examination room after a lapse of thirty minutes from the commencement of the examination.
- 9.18 No candidate shall be allowed to leave the examination room until one hour after commencement, and no candidate will be allowed to leave the examination room during the last thirty minutes before the end of the examination.
- 9.19 A candidate wishing to attend a call of nature may, by permission of the invigilator and under escort, leave the examination room for a reasonable period.
- 9.20 A candidate who walks out of an examination in protest shall be disqualified from that particular examination.

- 9.21 At the end of the examination period, and on instruction from the invigilator, candidates must stop writing and assemble their scripts, which they should personally hand to the invigilator. They shall remain seated until all are allowed by the invigilator to leave.
- 9.22 Candidates are not allowed to take any examination material out of the examination room, unless specifically permitted by the invigilator.
- 9.23 Students who are required to do supplementary or special examinations will be officially notified using their respective examination numbers on the College's notice board and other means of communication, where necessary.
- 9.24 Students must be responsible to take special or supplementary examinations when they are given, even when other students are on leave.

10.0 Examination Setting and Format

- 10.1 All College examinations shall be set by members of academic staff who taught the course(s) in question or such other persons appointed by the head of academic programmes in accordance with the objectives and learning outcomes of the programme and course.
- 10.2 With recommendations from the relevant Department, the Deputy Principal Academic, Research, and Consultancy shall formulate guidelines and format of the examinations and table it to the Academic Planning Committee for approval.
- 10.3 The examination paper to be set should meet the following criteria:
- 10.3.1 Be compatible with the learning outcomes of a particular course or module;
 - 10.3.2 Questions to offer a good coverage of the curriculum;

- 10.3.3 Observe external examiner's comments of the course/module for the previous year(s);
- 10.3.4 Contain testing material that enables differentiation of students' qualities; and
- 10.3.5 If there is a choice of questions, then such questions should be of even standard, well-balanced, and of comparable length.

10.4 The Deputy Principal shall issue notice for submission of draft examination questions. The notice must also indicate the deadline for submission.

11.0 Examination Processing

11.1 The Deputy Principal Academic, Research, and Consultancy through the Head of Academic Programmes shall facilitate the setting of examinations.

11.2 The main role of the examination setter is to make sure the examination paper is set together with model solutions and a suggested marking scheme.

11.3 In accordance with the provision of the College examination regulations, every lecturer or course instructor shall be responsible for the control of initial examination processes.

11.4 The processing of examination questions in terms of typesetting, printing/photocopying, packing, and sealing shall be done by the members of academic staff who taught the course(s) in question or such other persons appointed by the Head of Academic Programmes in consultation with the Deputy Principal Academic, Research, and Consultancy.

11.5 The processing of examination shall be done under maximum confidentiality and integrity.

- 11.6 The members of academic staff who taught the course(s) shall be required to submit sealed envelopes containing question papers to the examination office one hour before commencement of the examination in question or submit the same in the examination room as the case may be.
- 11.7 Course instructors shall be responsible for ensuring that examinations are prepared and conducted in a strictly confidential manner.
- 11.8 The Deputy Principal Academic, Research, and Consultancy in consultation with the Coordinator of Examination and Registration and Heads of Academic Programmes shall formulate general guidelines on the examination processing.

12.0 Examination Moderation

- 12.1 All College examinations shall be moderated by both external and/or internal moderators who shall be appointed by the Academic Planning Committee upon recommendations from the relevant department.
- 12.2 Internal moderators shall be academic staff of the College and external moderator(s) shall be an Academic Staff from outside the College whose field of expertise falls in the subject area of the examination paper.
- 12.3 The College through the Academic Planning Committee shall from time to time formulate the College regulations on external and internal examinations moderation.

13.0 Examination Leakage

- 13.1 Any act which results in a student having access to or knowledge of the examination or class test questions, or of any material relating to the examination before the scheduled date and time of examination or test shall amount to leakage of examination.

- 13.2 Any person suspecting leakage of test or examination shall immediately report in confidence the matter to the Deputy Principal Academic, Research, and Consultancy.
- 13.3 Where there are strong indications that an examination leakage has taken place, the Deputy Principal in consultation with the Principal shall cancel or withdraw the examination and order a fresh examination to be set and administered.
- 13.4 The Deputy Principal Academic, Research, and Consultancy shall set up a committee to investigate the circumstances surrounding the suspected leakage.
- 13.5 The investigating committee shall submit its findings to the Deputy Principal who shall in turn table them before the Academic Planning Committee.
- 13.6 The Academic Planning Committee shall then take appropriate action, and if need be, make appropriate recommendations to the Advisory Board.
- 13.7 Where it is established that an examination leakage has taken place, appropriate disciplinary action shall be taken against those found responsible for the leakage.
- 13.8 Leakage of examinations by any person shall be punishable by the relevant disciplinary authority.

14.0 Guidance for Invigilators Before the Examination

- 14.1 Invigilators should personally collect from the Examination Office sealed envelopes containing question papers and any other material prescribed in the rubrics at least thirty minutes before the examination.

14.2 Invigilators shall be present in the examination room at least twenty minutes before the commencement of the examination.

14.3 Invigilators should admit candidates to the examination room at least fifteen minutes before the commencement of the examination and ensure that students take the right places.

- 14.3.1 During these fifteen minutes the invigilator should: Make an announcement to the effect that unauthorized materials are not allowed in the examination room;
- 14.3.2 Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper;
- 14.3.3 Tell the students to note any special rubric at the head of the paper; and
- 14.3.4 Tell students when they may begin writing. Candidates will normally be allowed five minutes to read the paper.

15.0 Guidance for Invigilators During the Examination

15.1 Invigilators should not admit candidates to the examination room after thirty minutes have elapsed from the commencement of the examination and should not permit candidates to leave the examination room until one hour has expired.

15.2 By the end of thirty minutes from the commencement of the examination, the Invigilators should have a written list on the Examination Attendance Sheet of the names of all the candidates present.

15.3 Invigilators should ensure that only one answer-book is provided for each candidate.

15.4 Candidates may be permitted to do rough work in the examination booklet on the understanding that rough work is crossed out.

15.5 Invigilators shall report immediately after the examination to the Head of Academic Programmes any candidate who contravenes the Examination Regulations and Instructions, especially by unfair practices.

15.6 In case of alleged examination irregularity, the Invigilator shall require the candidate to sign an Examination Incident Form and any other materials pertinent to the incident to confirm that they are his/hers. The Invigilator also shall sign and submit to the Head of Academic Programmes the Examination Incident Form, together with the candidate's examination booklet and all pertinent materials.

15.7 A candidate caught contravening the Examination Regulations shall be allowed to continue with the examination for which he/she is sitting, and will not be barred from other examinations for which he/she is scheduled.

16.0 Guidance for Invigilators at the End of Examination

16.1 Invigilators shall tell the candidates to stop writing and assemble their examination scripts.

16.2 Invigilators shall not permit the candidates to leave their places before their scripts have been collected.

16.3 Candidates shall sign the Examination Attendance Sheet when they turn in their script.

16.4 Invigilators shall enter the number of candidates' scripts collected and/or received on the Attendance Sheet and sign it.

17.0 Examination Irregularities

17.1 All cases of alleged examination irregularities, including alleged unauthorized absence from the examination, possession of unauthorized material in the examination room, causing disturbances

in or near any examination room, and any form of or kind of dishonesty, destruction, or falsification of any evidence of irregularity or cheating in an examination lead to discontinuation from studies. More specifically:

- 17.2 “Unauthorized material” includes any written or printed material that is generally or specifically prohibited from being brought into the examination room, cellular or mobile phones, handbags, clipboards, purses, papers, magazines, radios, radio cassette or other types of cassette players, computers, soft and alcoholic drinks, and any other material as may be specified from time to time by the Deputy Principal Academic, Research, and Consultancy;
- 17.3 “Unauthorized absence from examination” includes not reporting for a scheduled examination at the time, day, and place specified without prior permission, going out of the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without the authorization or permission of the invigilator or one of the invigilators for the examination in question;
- 17.4 “Cheating in an examination” includes any form or kind of dishonesty or destruction or falsification of any evidence of irregularity.

18.0 Proceedings of the Examination Irregularities

18.1 The Head of Academic Programmes is required to file and present a report of any reported examination irregularity to the Deputy Principal Academic, Research, and Consultancy within one week after the end of examinations (last date of the scheduled examination).

18.2 The Deputy Principal Academic, Research, and Consultancy will then forward the report and evidence if any to the Director of Legal Services with recommendations if any within one week after receiving the report.

18.3 The Director of Legal Services shall prepare a summary of charges against each candidate and summon the Academic Planning Committee within ten days after receiving the report from the Deputy Principal Academic, Research, and Consultancy.

18.4 The Director of Legal Services shall summon all candidates in writing to appear before the Academic Planning Committee in person to present their defense.

18.5 The Academic Planning Committee shall forward recommendations and their decisions to the Advisory Board.

18.6 The Advisory Board may empower the Chairman to endorse or overrule the decision of the Academic Planning Committee as the case may be and communicate his decision to the members.

18.7 Students shall be informed in writing of the decision of the Advisory Board within two weeks after the Board's decision.

19.0 Appeals Against Examination Results

19.1 Any Student who feels aggrieved has the right to appeal against examination results while observing the following procedures.

19.2 No appeal shall be lodged against course work results that were communicated to students prior to the start of the examinations.

19.3 All examination appeals shall lie with the Examination Appeals Committee established under these rules.

19.4 Except where unfair marking, wrongful computation of marks or grades is alleged, no appeal shall be in respect of any such examination on any other ground.

19.5 No student can be allowed to appeal on the ground(s) of sickness, social problem, or any socio-economic distress, for any examination

results which he voluntarily opted to sit for instead of applying for postponement.

19.6 All appeals against examination results shall be lodged within Ten (10) working days from the date results were published.

19.7 All decisions made on examination results appeals shall be presented to the next APC meeting for noting.

19.8 All appeals shall be filed to the examination office upon payment of an appeal fee of TZS 50,000 per Module.

19.9 There shall be an Examination Appeals Committee that shall meet after completion of External Examiners work to compile a report of Examination Appeals Results and publish such results thereafter.

- 19.9.1 The Committee shall be the principal organ vested with all powers related to scrutiny and processing of all appeals related to examination results.
- 19.9.2 The Committee shall scrutinize all examination results appeals forms submitted by students and forward qualified appeals to Competent External Examiners for remarking.
- 19.9.3 There shall be no room for further appeal against results published by the Examination Appeals Committee.

19.10 The Academy Examination Appeals Committee shall consist of the following:

- 19.10.1 The Deputy Principal-Academic, Research, and Consultancy who shall be the Chairperson of the Committee
- 19.10.2 Head Education Unit who shall be a member
- 19.10.3 Examination Officer-in-charge who shall be a secretary
- 19.10.4 Quality Assurance Unit Coordinator who shall be a member
- 19.10.5 Head of Human Resource and Students Affairs who shall be a member.

- 19.10.6 Any other Staff who may be invited by the Chairperson.
- 19.10.7 One student's representative appointed by the Students Organization who shall be a member.

20.0 Repeating a Module

20.1 A candidate failing any module(s) in Supplementary Examinations shall repeat the module(s) failed before qualifying to enter into NTA level 6.

20.2 A candidate shall be required to pay a repeat module fee, which is equivalent to 15% of the annual tuition fee for every module he/she is required to repeat.

20.3 A candidate who is repeating a Module(s) shall be required to attend classes, do all continuous assessment, and attain the required coursework to allow him/her to sit for end of semester examinations for the module repeated.

21.0 Assessment Criteria and Weights for Components of Examinations

21.1 Assessment of courses which are examinable during coursework and at end of semester but have no field practical training shall be done as follows:

- (i) Take-home case studies or/and assignments which will be given at appropriate stages during the semester session will carry 40% of the assessment;
- (ii) Tests or/and quizzes which will be given at appropriate stages during the semester session will carry 20% of the assessment and the weighting of individual assessment tools will be proportional to time allocated to it; and
- (iii) The end of semester written examination shall carry 40% of the assessment.

- (iv) For a student to qualify to sit for end of semester examination, the pass mark for coursework for all modules except Practical Field Attachment shall be 40 out of 60, below which a student shall be required to sit for supplementary examination (Technical Supplementary).

21.2 Assessment of courses which have only field practical training during the course but no end of semester examination shall carry 100% of the assessed student's reports.

21.3 The grading for the repeat module(s) shall be the same as for the first sitting.

22.0 Grading System

22.1 Marks will be awarded out of 100 per cent. For programmes without B+ (as determined by the curriculum), the marks so obtained from different assessment components will be graded as per Table 18.1:

Table 18.1: Grading System without B+ Programme

S/N	Score Range	Grade	Definition
1	80 – 100	A	Excellent
2	65 – 79	B	Good
3	50 – 64	C	Average
4	40 – 49	D	Poor
5	0 – 39	F	Failure
6	-	I	Incomplete
7	0	Q	Disqualification

22.2 Marks will be awarded out of 100 percent. For programmes with B+, the marks so obtained from different assessment components will be graded as per Table 18.2:

Table 18.2: Grading System with B+ Programme

S/N	Score Range	Grade	Definition
1	75 – 100	A	Excellent
2	65 – 74	B+	Very Good
3	55 – 64	B	Good
4	45 – 54	C	Average
5	35 – 44	D	Poor
6	0 – 34	F	Failure
7	-	I	Incomplete
8	0	Q	Disqualification

23.0 Classification of Award for Programmes without B+

23.1 Grades for the different score ranges for programmes without B+ are assigned points as follows:

Grade	Points
A	4
B	3
C	2
D	1
F	0

23.2 The Grade Point Average (GPA) for programmes without B+ shall be computed from credits and grade weights and classified as shown below:

Class of Award

Class of Award	Cumulative GPA
First class	3.5 – 4.0

Class of Award	Cumulative GPA
-----------------------	-----------------------

Second class	3.0 – 3.4
--------------	-----------

Pass	2.0 – 2.9
------	-----------

24.0 Classification of Award for Programmes with B+

24.1 Grades for the different score ranges for programmes with B+ are assigned points as follows:

Grade	Points
--------------	---------------

A	5
---	---

B+	4
----	---

B	3
---	---

C	2
---	---

D	1
---	---

F	0
---	---

24.2 The Grade Point Average (GPA) for programmes with B+ shall be computed from credits and grade weights and classified as shown below:

Class of Award

Class of Award	Cumulative GPA
-----------------------	-----------------------

First class	4.4 – 5.0
-------------	-----------

Upper second class	3.5 – 4.3
--------------------	-----------

Lower second class	2.7 – 3.4
--------------------	-----------

Pass	2.0 – 2.6
------	-----------

25.0 Computation of Grade Point Average (GPA)

25.1 Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of credit hours

assigned to that course. A student's overall performance is then found by dividing the total number of course credit hours into the weighted total number of credit points of all courses taken. In this regard, the final GPA will be calculated as follows:

$$\text{GPA} = \frac{\text{Cumulative Grade Points Attained}}{\text{Cumulative Grade Points Attained}}$$