



INSTITUTE OF RURAL DEVELOPMENT PLANNING

PROSPECTUS

FOR ACADEMIC YEAR

2022 / 2023

Institute of Rural Development Planning (IRDP)

PROSPECTUS 2022/2023

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WELCOME NOTE FROM THE RECTOR

It is with great pleasure that I welcome both our new and continuing students to the Institute of Rural Development Planning for the academic year 2021/22. I congratulate you for choosing to study at IRDP which is the only higher learning institution with the mandate to oversee and coordinate the provision of expertise to in-service and pre-service personnel involved in Rural Development Planning in the country. Implementation of development policies, strategies and plans at different levels requires knowledge, skills and competences, and I want to assure that you have made the right choice and at an appropriate time to study at this Institute as you begin your professional journey towards becoming qualified development planners.

In executing its major functions which are provision of training, research and consultancy services, the Institute has continued to offer top quality competence based and demand driven long and short-term training programmes, research and public services to different stakeholders. Over the years, IRDP has also continued developing its staff capacity and competences in different aspects of development planning and management to meet the current and emerging demands in the field.

It is our sincere hope that our current and prospective students and other partners will continue using IRDP services as we strive to contribute towards alleviating qualitative and quantitative shortages of skilled manpower within the framework of sustainable capacity building directed towards reducing poverty and attaining sustainable development.

Always our motto is *“Kupanga ni Kuchagua”*

PROF. HOZEN K. MAYAYA
Rector

EXECUTIVES OF THE INSTITUTE

Rector

Prof. Hozen K. Mayaya
PhD (University of Eldoret)
MSc Environ. Sc. (Wageningen University)
BSc with Education (Hons) (UDSM)

Deputy Rector (Academic, Research and Consultancy)

Prof. Provident J. Dimoso
PhD (UDSM); MA. Development Policy Analysis (MU);
PG Dip. Poverty Analysis (ISS/ESRF/REPOA); and Adv.
Dip. in Business Administration (IDM).

Deputy Rector (Planning, Finance and Administration)

Dr. Vedastus. L. Timothy
PhD (Liaoning University)
MBA (Liaoning University)
BA Commerce (UDSM)

MEMBERS OF THE GOVERNING COUNCIL

The statutory obligations of the Institute's Governing Council are to govern, control and administer all activities of the Institute. The Council is composed of members, including the chairperson who is appointed by the President of the United Republic of Tanzania. The Minister of Finance appoints the members of the Governing Council. The current members are as follows:-

AG. CHAIRPERSON

Prof. Martha A, Qorro	Centre for Communication Studies, University of Dar es salaam, P. O. Box 35040, DAR ES SALAAM.
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MEMBERS

Mick Lutechura Kiliba	Director President's office, 1 Nyerere Road, Chamwino, P.O. Box 1102, 40400 DODOMA
Prof. Donald G. Mpanduji	Deputy Vice Chancellor – Planning Finance and Administration University of Dodoma P.O.BOX. 259, DODOMA
Grace J. M. Mfinanga	Senior Legal Journalist (Retiree) Office of the State Attorney General P.O. Box 360, DODOMA

Eliud Tawi Nyauhenga,	Ag. Manager Road Fund Board, Sam Nujoma Road, Mawasiliano Tower, P.O. Box 1249, DAR ES SALAAM
Dr. Steward Ngagard Lulamy	Lecturer The Mwalimu Nyerere Memorial Academy, P.O. Box 9193, DAR ES SALAAM
George Nathaniel Mandepo	Director, Office of the Solicitor. P.O. Box 71554 10 Kivukoni DAR ES SALAAM
Benedicto Bhishikana Kazuzuru	Senior Lecturer P.O. Box 3038 MOROGORO
Dr. Samwel Marwa Werema	Lecturer Institute of Accountancy Arusha (IAA) P.O. Box 2798 ARUSHA
Michael Ogwari John	Director -Administration Department Ministry of Finance and Planning, P.O. Box 2802, DODOMA.
Semroki Mwanyika Musa	Chief Internal Auditor Ministry of Finance and Planning, P.O. Box 2802, DODOMA.
James J. Ngeleja	MISO President IRDP Main Campus- Dodoma P.O. Box 138 DODOMA
William Chacha Matiku	MISO President IRDP Lake Zone Training Centre- Mwanza P.O. Box 11957 MWANZA

SECRETARY

Prof. Hozen K. Mayaya	Rector Institute of Rural Development Planning P.O. Box 138 DODOMA
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MEMBERS OF THE ACADEMIC PLANNING COMMITTEE (APC)

The APC is responsible to the Governing Council for the control and regulations of the instruction, education, research and all other academic activities within the Institute, including approval of curricula, setting standards of proficiency for awards and approving examination results. Its members are as follows: -

CHAIRPERSON

Prof. Hozen K. Mayaya	Rector Institute of Rural Development Planning P.O. Box 138 DODOMA
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MEMBERS

Mr. Gideon M. Karuguru	NACTE Central Zone P.O. Box 17007 DODOMA
Dr. Steward N. Lulamye	The Mwalimu Nyereye Memorial Academy P.O. BOX 9193 DAR ES SALAAM
Dr. Charles E. Mhina	Ministry of Livestock and Fisheries Livestock sector P.O. BOX 1923 DODOMA
Mr. Ernest K. Laiton	Ministry of Finance and Planning P.O. BOX 2802 DODOMA
Mr. Faraja G. Ngerageza	Vice president's office- Environment P.O. BOX 5380 DAR ES SALAAM
Mr. Ramadhani A. Hangwa	UNFPA P.O. BOX 9182 DAR ES SALAAM
Dr. Michael B. Msendekwa	Local Government Training Institute (LGTI)-Hombolo P.O. BOX 1125 DODOMA
Dr. Robert M. Lihawa	Mzumbe University (MU) P.O. Box 5 MZUMBE - MOROGORO
Prof. Provident J. Dimoso	Deputy Rector (Academic, Research & Consultancy) Institute of Rural Development Planning P.O. Box 138 DODOMA
Dr. Vedastus L. Timothy	Deputy Rector (Planning, Finance and Administration) Institute of Rural Development Planning P.O. Box 138. DODOMA

Prof. Juvenal Nkonoki	Director, Lake Zone Training Centre (Mwanza) Institute of Rural Development Planning P.O. Box 11957 MWANZA
Dr. Maseke Mgabo	Ag. Head, Department of Population Studies Institute of Rural Development Planning P.O. Box 138 DODOMA
Dr. Hosea Mpogole	Head, Department of Research and Consultancy and Publications Institute of Rural Development Planning P.O. Box 138 DODOMA
Dr. Yohana Mgale	Head, Department of Rural Development and Regional Planning Institute of Rural Development Planning P.O. Box 138 DODOMA
Dr. Godrich Mnyone	Head, Department of Environmental Planning Institute of Rural Development Planning P.O. Box 138 DODOMA
Dr. Judith Namabira	Head, Department of Development Finance and Management Studies Institute of Rural Development Planning P.O. Box 138 DODOMA
Dr. Christina Geoffrey	Head, Quality Assurance and Control Unit Institute of Rural Development Planning P.O. Box 138 DODOMA
Dr. Berling M. Sospeter	Manager, Furaha Hostel Institute of Rural Development Planning P.O. Box 138 DODOMA
Dr. Daniel Mpeta	Head of Academic Affairs, Lake Zone Training Centre (Mwanza) Institute of Rural Development Planning P.O. Box 11957 MWANZA
Ms. Aisha Mjegele	Legal Officer Institute of Rural Development Planning P.O. Box 138 DODOMA

Mr. Makarius Moshi	Dean of Students Institute of Rural Development Planning P.O. Box 138 DODOMA
James J. Ngeleja	MISO President Main Campus (Dodoma) Institute of Rural Development Planning P.O. Box 138 DODOMA
William Chacha Matiku	MISO President, Lake Zone Training Centre - Mwanza Institute of Rural Development Planning P.O. Box 11957 MWANZA

SECRETARY

Prof. Mwabless Malila	Registrar of Students Institute of Rural Development Planning P.O. Box 138 DODOMA
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MEMBERS OF THE MANAGEMENT COMMITTEE

Management's decisions for the Institute are made by a committee comprising of Senior Officers and Managers of the Institute. The committee is responsible to the governing council for ensuring that decisions of the governing council are implemented efficiently. The members are as follows: -

1.	Prof. H. Mayaya	Rector and Chairperson
2.	Prof. P. Dimoso	Deputy Rector (Academic, Research and Consultancy)
3.	Dr. V. Timothy	Deputy Rector (Planning, Finance and Administration)
4.	Dr. G. Mnyone	Head, Department of Environmental Planning
5.	Dr. H. Mpogole	Head, Department of Research, Consultancy and Publications
6.	Dr. M. Mgabo	Ag. Head, Department of Population Studies
7.	Prof. J. Nkonoki	Ag. Director, Lake Zone Training Centre -Mwanza
8.	Dr. J. Namabira	Head, Department of Development Finance and Management Studies
9.	Dr. Y. Mgale	Head, Department of Rural Development and Regional Planning
10.	Prof. M. Malila	Registrar of Students
11.	Dr. B. Sospeter	Manager of Furaha Hostel
12.	Dr. C. Geoffrey	Head, Quality Assurance Unit
13.	Ms. F. Maulaga	Bursar
14.	Mr. R. Mkilania	Head of Estate Department
15.	Mr. S. Panga	Head of Planning Department
16.	Mr. M. Moshi	Dean of Students
17.	Mr. F. Mbwilo	Head of Department of Administration and Human Resources - Secretary
18.	Mr. G. H. B. Ngolly	Head of Marketing and Public Relations Unit
19.	Mr. T. Mwakipesile	Head of Internal Audit Unit
20.	Ms. A. Mjegere	Head of Legal Unit
21.	Mr. G. Kimaryo	Head of Procurement Management Unit
22.	Dr. J. Manyerere	Head of Library Unit
23.	Mr. S. Lugaimukamu	Ag. Head of ICT Unit
24.	Mr. Benjamin Magori	Chairperson RAAWU - IRDP Branch
24.	Mr. D. Mchomvu	Chairperson THTU - IRDP Branch
25.	Ms. J. Mchakama	Head of Unit for Crosscutting Issues

**SUB MANAGEMENT COMMITTEE FOR LAKE ZONE TRAINING CENTRE-
MWANZA**

1	Prof. J. Nkonoki	Director and Chairperson
2	Dr. D. Mpeta	Head of Academic Matters
3	Prof. J. Nkonoki	Head of Administrative Matters
4	Mr. M. Yaqamba	Head, Department of Rural Development and Regional Planning
5	Ms. R. Babere	Admission and Examinations Coordinator
6	CPA A. Mohamed	Admission Coordinator
7	Mr. C. Kalonga	Accounts Assistant
8	Mr. G. Ikongo	Dean of Students
9	Ms. G. Mkali	Warden
10	Ms. G. Mafwolo	Programme Coordinator (Certificate)
11	Mr. D. Ngutunyi	Programme Coordinator (Certificate)
12	Ms. M. Ndongo	Programme Coordinator (Diploma)
13	Ms. C. Lukuvi	Programme Coordinator (Bachelor Degree)
14	Mr. S. Mnyawi	Short Course Coordinator
15	Dr. B. Mbasa	Coordinator of Post Graduate Studies
16	Dr. M. A. Byaro	Coordinator of Research and Consultancy
17	Mr. O. Mdoe	Human Resource Officer
18	Mr. T. Kipanga	Procurement Officer
19	Mr. P. Chiduo	Head, Library Unit
20	Ms. M. Baus	Coordinator of HIV/AIDS, Cross cutting issues

1.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING

1.1 Background Information

The Institute of Rural Development Planning (IRDP) is a corporate body established by the Parliamentary Act No. 8 of 1980. The Act provides a legal framework for the Institute to establish an important national centre for provision of training, research and consultancy services in the field of Rural Development Planning and Management. Since its establishment, IRDP had strived to become the centre of excellence for both academic and practical work in development planning and management for sustainable development.

IRDP helps to enhance and strengthen the capacity for rural development practitioners by providing post-secondary education and training, research and consultancy services. IRDP is, thus, a multi-disciplinary and multi-sectoral institution empowered to oversee and coordinate the provision of expertise to in-service and pre-service personnel involved in Rural Development Planning and Management in the country.

Since its establishment, IRDP has been shaping destinies in planning and research methodologies focusing on the future prosperity of its students. As a result, graduates with IRDP qualifications have made valuable contributions in their fields. They are a proof of our unique approach of learning and training methodologies.

Over the recent years, the Institute has also made initiatives to improve its teaching, learning and working environment for both students and staff, by building state of art infrastructures and facilities.

1.2 Location

IRDP main campus is located at Miyuji area, which is about 7kms from Dodoma city centre – along the Arusha Road while the Lake Zone Centre is located at the former Bwiru Conference Centre of the African Inland Church of Tanzania (AICT) about 5 km from Mwanza City Centre and at Kisesa along Mwanza-Musoma Road.

1.3 Vision and Mission

3.1 Vision

The Vision of IRDP is :

To be a centre of excellence in planning for sustainable development.

3.2 Mission

To provide quality training, research and consultancy services to public and private sectors through effective and efficient use of resources in planning for sustainable development with emphasis to rural areas.

1.4 Guiding Principles

In line with the IRDP's Vision and Mission, the guiding principles geared towards daily work and behaviour upon its students and clients are:

- (i) Integrity and accountability
- (ii) Respect for the individuals
- (iii) Effectiveness
- (iv) Efficiency
- (v) Participatory management
- (vi) Continuous learning

1.5 Functions of the Institute

The functions of IRDP as stipulated in the establishment Act No 8 of 1980 are:

- a) To promote social and economic development by providing opportunities for the study of and training in the principles, techniques and their practical applications in all aspects of rural development planning.
- b) To provide facilities, places and centres of learning, education, training and research in rural development planning and such other related subjects and disciplines as the council may from time to time decide.
- c) To conduct training programmes in all disciplines related to rural development planning including the preparation, application and evaluation of development programmes.
- d) To undertake, either alone or in association with any other person or body of persons within or outside the United Republic of Tanzania, research in methodology and techniques of improving regional and rural development planning.
- e) To monitor and co-ordinate research and training programmes related to rural development.
- f) To collect, publish or otherwise disseminate data and other information related to rural development including the publication of results of any research carried out by the Institute.
- g) To sponsor, arrange or provide facilities for conferences, seminars or symposia on subjects related to rural development planning.
- h) To provide advisory, consultancy and other services to the government, organizations, villages and individuals in matters related to rural development planning.
- i) To prepare students for examinations as may be conducted by the Institute and to grant such awards as may be prescribed under or in accordance with the Act.
- j) To establish and maintain a system of consultation and co-operation with any person or body of persons within or outside the United Republic of Tanzania engaged in activities related to the functions of the Institute.
- k) To perform any other function conferred upon the Institute by or under the Act.

2.0 IRDP'S LONG AND SHORT TERM PROGRAMMES

2.1 Long Term Programmes

2.1.1 Master Degree Programmes (NTA Level 9)

The Institute offers five Master Degree programmes, namely:

- i. Master Degree in Development Economics
- ii. Master Degree in Environmental Planning and Management
- iii. Master Degree in Rural Development Planning
- iv. Master Degree in Population Studies
- v. Masters in Degree in Project Planning, Monitoring and Evaluation
- vi. Masters in Degree in Community Development

These programmes are conducted for duration of 18 months which are divided into twelve months of course work and six months for research work.

2.1.2 Postgraduate Diploma Programmes

IRDP offers four Postgraduate Diploma programmes which are:

- i. Postgraduate Diploma in Regional Planning
- ii. Postgraduate Diploma in Environmental Planning
- iii. Postgraduate Diploma in Project Planning and Management
- iv. Postgraduate Diploma in Governance and Sustainable Development

These programmes take one academic year subdivided into three trimesters, the last one being for research work.

2.1.3 Bachelor Degree Programmes (NTA Level 7-8)

The Institute offers ten Bachelor Degree Programmes. These programmes take a period of three academic years which are divided into six semesters (two semesters in each year). These programmes are:-

- i. Bachelor Degree in Regional Development Planning
- ii. Bachelor Degree in Environmental Planning and Management
- iii. Bachelor Degree in Population and Development Planning
- iv. Bachelor Degree in Development Finance and Investment Planning
- v. Bachelor Degree in Human Resource Management
- vi. Bachelor Degree in Urban Development and Environmental Management
- vii. Bachelor Degree in Economics
- viii. Bachelor Degree in Planning and Community Development
- ix. Bachelor Degree in Project Planning and Management
- x. Bachelor Degree in Business Planning and Management

2.1.4 Ordinary Diploma (NTA Level 5-6)

The Institute offers three Diploma programmes namely:

- a) Ordinary Diploma in Development Planning
- b) Ordinary Diploma in Development Administration and Management.
- c) Ordinary Diploma in Community Development

These programmes last for a period of two academic years which are divided into two exit levels (NTA Level 5: Technician Certificate – One year and NTA Level 6 Ordinary Diploma - One year).

2.1.5 Basic Technician Certificate (NTA Level 4)

Three Basic Technician Certificate programmes are offered at IRDP. These programmes are:

- a) Basic Technician Certificate in Rural Development Planning (BTCRP)
- b) Basic Technician Certificate in Development Administration and Management (BTC DAM)
- c) Basic Technician Certificate in Community Development (BTCCD)

These programmes are offered for a period of one academic year subdivided into two semesters.

2.1.6 IRDP Training System

The long-term training programmes at IRDP use the Competence Based Education and Training (CBET) System, which is designed to ensure that upon graduation, the learner possesses the requisite competencies that can be applied flexibly in relevant work places. Generally, competence is associated with a clear ability to successfully carry out some occupational activities and it is described in terms of:

- a) Knowledge, skills and understanding
- b) Typical contexts and level that a person who possesses the competence could work in
- c) Wider attributes (conduct or attitude) reflecting change on actions

3.0 GENERAL ADMISSION REGULATIONS

3.1 Admission Regulations

- a) Application is done through Online Application System (OAS) from the IRDP website www.irdp.ac.tz.
- b) Only the applicants who meet the minimum entry requirements may be selected.
- c) Selected candidates are required to report for an orientation programme which normally takes place during the week preceding the beginning of the new academic year.
- d) Deadline for registration of first year students shall be two weeks from the first date of the orientation week while for continuing students it will be the Friday of the second week after the beginning of a semester.
- e) In addition, admission shall be granted to students only if they produce evidence of payment of at least half of the fee which is directly payable to the Institute.
- f) All students are required to conform entirely to Institute regulations and by-laws.
- g) Except in special circumstances, no student shall be allowed to change a programme which he/she has been admitted to.
- h) No change of names by students will be entertained during the course of study and they will only be allowed to use names appearing on the form four academic certificate.
- i) No student will be allowed to postpone studies after commencement of an academic year except under special circumstances. Permission to postpone studies will be considered after producing satisfactory evidence of the reasons for postponement.

All inquiries about admission should be addressed to:

**The Registrar,
Institute of Rural Development Planning,
P.O. Box 138,
Dodoma, Tanzania.
E-mail: registrar@irdp.ac.tz**

3.2 Minimum Entry Requirements

3.2.1 Basic Technician Certificate in Rural Development Planning (BTCRP) NTA Level 4

A candidate should have:

Either

- i. Holder of Certificate of Secondary Education Examination (CSEE) with Four (4) passes in non- religious subjects

Or

- ii. National Vocational Award (NVA) Level III with at least two passes in Certificate of Secondary Education Examination (CSEE).

3.2.2 Basic Technician Certificate in Development Administration and Management (BTC DAM) NTA Level 4

A candidate should have:

Either

- i. Holder of Certificate of Secondary Education Examination (CSEE) with Four (4) passes in non- religious subjects

Or

- ii. National Vocational Award (NVA) Level III with at least two passes in Certificate of Secondary Education Examination (CSEE).

3.2.3 Basic Technician Certificate in Community Development (BTCCD) NTA Level 4

A candidate should have:

Either

- i. Holder of Certificate of Secondary Education Examination (CSEE) with Four (4) passes in non- religious subjects

Or

- ii. National Vocational Award (NVA) Level III with at least two passes in Certificate of Secondary Education Examination (CSEE).

3.2.4 Technician Certificate in Community Development (TCCD) NTA Level 5

A candidates should have:

Either

- i. Holder of Certificate of Secondary Education Examination (CSEE) with Four (4) in non-religious subject Or National Vocational Award (NVA) Level III with at least two passes in Certificate of Secondary Education Examination (CSEE) and Basic Technician Certificate in Community Development, Development Planning, Local Government Accounts and Finance, Rural Development Planning, Rural Development, Development Administration and Management, Regional Planning, Social Work, Library, Gender, Diplomacy and International Relation, Business Administration, Local Government and Management, Education, Procurement, Community Health, Law, Information Technology, Public Relation, Records Management, Agriculture, Livestock, Public Administration, Marketing, Social Protection, Project Planning and Management, Sociology, Human resource Management, Record Management, Health Science

Or

- ii. Advanced Certificate of Secondary Education Examination (ACSEE) with at least One Principal Pass and One Subsidiary Pass in any Subject except Religious Subjects

3.2.5 Technician Certificate in Development Administration and Management (TCDAM) NTA Level 5

A candidate should have:

Either

- i. Holder of Certificate of Secondary Education Examination on (CSEE) with 4 Passes in Non- Religious Subjects Or National Vocational Award (NVA) Level III with at least Two passes in Certificate of Secondary Education Examination (CSEE) and Basic Technician Certificate (NTA 4) in Development Administration and Management Or Project Planning , Development Planning, Rural Development Planning, Business Administration, Rural Development, Community development, Human Resources Management, Records, Clearing and Forwarding, Archives and Information Management, Procurement and Supply Management, Local Government Administration, Local government Accounting and Finance, Journalism, Education, Library, Community Health, Business Management, law, Information and Communication Technology, Social Work, Public Relation, Agriculture, Livestock, Public Administration, Tax, Tax Management, Secretarial Studies, Entrepreneurship and Development, Accountancy, Marketing, Records Management with an average of B or Pass with GPA of 2.0

Or

- ii. Advanced Certificate of Secondary Education Examination (ACSEE) with at least One Principal Pass and One Subsidiary Pass in any Subjects Except Religious Subjects

3.2.6 Technician Certificate in Development Planning (TCDP) NTA Level 5

A candidate should have:

Either

- i. Holder of Certificate of Secondary Education Examination on (CSEE) with 4 Passes in Non- Religious Subjects Or National Vocational Award (NVA) Level III with at least Two passes in Certificate of Secondary Education Examination (CSEE) and Basic Technician Certificate (NTA Level 4) in Accountancy, Adult Education, Agricultural Economics, Agriculture, Archives and Information Management, Counselling and Guidance, Procurement and Supply Management, Business Administration, Business Planning, Cartography, Community development, Community Health, Cooperative Management and Accounting, Development Administration and Management, Business, Administration, Development Planning, Development Economics, Economics, Education, Entrepreneurship and Development, Environmental Planning, Gender and Development, Human Resource Management, Information and Communication Technology, marketing, Insurance, International Relation and Diplomacy, Investment Planning, Laboratory technician, Land use planning, law, Library, Livestock, Local

government Accounting and Finance, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Marketing, Management, Micro finance Management, Pharmacy, Planning, Primary Education, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Service and Management, Public Sector Accounting and Finance; Public Sector Financial Management, Development Economics, Records Management, Records, Rural Development Planning, Rural Development, School Inspection, Secretarial Studies, Social Work, Statistics, Tax Management, Tax, Tourism, wildlife, Youth Development Work, Animal Production, or Labour Relations and Public Management with an average of B or Pass with a GPA of at least 2.0

Or

- ii. Advanced Certificate of Secondary Education Examination (ACSEE) with at least One Principal Pass and One Subsidiary Pass in any Subjects except Religious Subjects.

3.2.7 Ordinary Diploma in Development Planning (DDP) NTA Level 6

A candidate should have:

- i. Technician Certificate (NTA Level 5) in Development Administration and Management, Project Planning, Development Planning, Rural Development Planning, Business Administration, Community development, Human Resources Management, Local Government Administration, Local government Accounting and Finance, Business Management, Public Administration, Marketing, with an average of B or Pass or GPA of 2.0.

3.2.8 Ordinary Diploma in Development Administration and Management (DDAM) LEVEL 6

A candidate should have:

- i. Technician Certificate (NTA Level 5) in Development Administration and Management, Project Planning , Development Planning, Rural Development Planning, Business Administration, Community development, Human Resources Management, Records, Archives and Information Management, Procurement and Supply Management, Local Government Administration, Local government Accounting and Finance, Business Management, law, Social Work, Public Relation, Public Administration, Tax, Tax Management, Entrepreneurship and Development, Accountancy, Marketing, Records Management with an average of B or Pass or GPA of 2.0.

3.2.9 Ordinary Diploma in Community Development (DCD) LEVEL 6

A candidate should have:

- i. Technician Certificate (NTA Level 5) in Community Development, Development Planning, Rural Development, Local Government Accounts and Finance, Rural Development Planning, Development Administration and Management, Regional Planning, Social Work, Gender, Diplomacy and International Relation, Business Administration, Local Government and Management, Education, Procurement, Community Health, Library, Law, Information Technology, Public Relation, Records Management, Agriculture, Livestock, Public Administration, Marketing, Social

Protection, Project Planning and Management, Sociology, Human resource Management, Library, Record Management, Health Science with an average of B or Pass or GPA of 2.0.

3.2.10 Bachelor Degree in Regional Development Planning (BDRP)

A candidate should have:

Either

- i. Advanced certificate of Secondary Education Examination with at least two principal passes with a minimum of 4.0 points in the following subjects: History, Kiswahili, English Language, Biology, Geography, Advanced Mathematics, Physics, Agriculture, Economics, French, Accounts, Nutrition, General Studies, Basic Applied Mathematics, Commerce, Chemistry based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5.

Or

- ii. Ordinary Diploma (NTA Level 6) in Accountancy, Adult Education, Agricultural Economics, Agriculture, Animal Production, Architecture, Archives and Information Management, Counselling and Guidance, Business Administration, Business Planning, Cartography, Civil and Transportation Engineering, Civil Engineering, Community development, Community Health, Computing, Cooperative Management and Accounting, Development Administration and Management, Business Administration, Database Management, Gender issues and Development, Development Economics, Development Planning, Economics, Education, Entrepreneurship and Development, Environmental Planning, Environmental and Coastal Management, Tourism, wildlife, Environmental Engineering, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Gender and Development, Geo-informatics for Natural Resources Management, Geology and Mineral Exploration, Geometrics, Graphic Art and printing, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, Marketing, Information Technology, Insurance, International Relation and Diplomacy, Investment Planning, Laboratory technician, Land Management and Valuation, Land Management, Land Surveying, Land use planning, law, Library, Livestock, Local government Accounting and Finance, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Micro finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Pharmacy, Planning, Primary Education, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Sector Accounting and Finance, Public Sector Financial Management, Development Economics, Public Service and Management, Real Estate, Records Management, Records, Rural Development Planning, Rural Development, School Inspection, Secretarial Studies, Social Work, Statistics, Tax Management, Tax, Telecommunications Engineering, Urban and Environmental Management, Community Development, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Valuation and Registration, Youth Development Work, or Foundation Programme of OUT with an average of 'B' or Pass with a GPA of at least 3.0.

3.2.11 Bachelor Degree in Environmental Planning and Management (BDEPM)

A candidate should have:

Either

- i. Advanced certificate of Secondary Education Examination with at least two principal passes with a minimum of 4.0 points in the following subjects: History, Geography, Mathematics, Language, Physics, Agriculture, Kiswahili, Biology, Nutrition, Advanced Mathematics, Economics, Accounts, Commerce , General Studies, Basic Applied Statistics, Chemistry based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5 .

Or

- ii. Ordinary Diploma in Accountancy, Adult Education, Agricultural Economics, Agriculture, Animal Production, Architecture, Archives and Information Management, counselling and Guidance, Business Administration, Business Planning, Cartography, Civil and Transportation Engineering, Civil Engineering, Community development, Community Health, Computing, Cooperative Management and Accounting, Development Administration and Management, Business Administration, Database Management, Gender issues and Development, Development Economics, Development Planning, Economics, Education, Entrepreneurship and Development, Environmental Planning, Environmental and Coastal Management, Environmental Engineering, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Gender and Development, Geo-informatics for Natural Resources Management, Geology and Mineral Exploration, Geometrics, Graphic Art and printing, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, Marketing, Information Technology, Insurance, International Relation and Diplomacy, Investment Planning, Laboratory technician, Land Management and Valuation, Land Management, Land Surveying, Tourism, wildlife, Land use planning, law, Library, Livestock, Local government Accounting and Finance, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Micro finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Pharmacy, Planning, Primary Education, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Sector Accounting and Finance, Public Sector Financial Management, Development Economics, Public Service and Management, Real Estate, Records Management, Records, Rural Development Planning, Rural Development, School Inspection, Secretarial Studies, Social Work, Statistics, Tax Management, Tax, Telecommunications Engineering, Urban and Environmental Management, Community Development, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Valuation and Registration, Youth Development Work, or Foundation Programme of OUT with an average of 'B' or Pass with a GPA of at least 3.0.

3.2.12 Bachelor Degree in Population and Development Planning (BDPDP)

A candidate should have:

Either

- i. Advanced certificate of Secondary Education Examination with at least two principal passes with a minimum of 4.0 points in the following subjects: History, Kiswahili, English Language, Biology, Geography, Mathematics, Physics, Agriculture, Economics, Accounts, Nutrition, Basic Applied Mathematics, General Studies, Commerce, Chemistry based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- ii. Diploma (NTA level 6) in Accountancy, Adult Education, Agricultural Economics, Agriculture, Animal Production, Architecture, Archives and Information Management, Counselling and Guidance, Business Administration, Business Planning, Cartography, Civil and Transportation Engineering, Civil Engineering, Community development, Community Health, Computing, Cooperative Management and Accounting, Development Administration and Management, Business Administration, Database Management, Gender issues and Development, Development Economics, Development Planning, Economics, Education, Entrepreneurship and Development, Environmental Planning, Environmental and Coastal Management, Environmental Engineering, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Gender and Development, Geo-informatics for Natural Resources Management, Geology and Mineral Exploration, Geometrics, Graphic Art and printing, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, Tourism, wildlife, Marketing, Information Technology, Insurance, International Relation and Diplomacy, Investment Planning, Laboratory technician, Land Management and Valuation, Land Management, Land Surveying, Land use planning, law, Library, Livestock, Local government Accounting and Finance, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Micro finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Pharmacy, Planning, Primary Education, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Sector Accounting and Finance, Public Sector Financial Management, Development Economics, Public Service and Management, Real Estate, Records Management, Records, Rural Development Planning, Rural Development, School Inspection, Secretarial Studies, Social Work, Statistics, Tax Management, Tax, Telecommunications Engineering, Urban and Environmental Management, Community Development, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Valuation and Registration, Youth Development Work, or Foundation Programme of OUT with an average of 'B' or Pass with a GPA of at least 3.0.

3.2.13 Bachelor Degree in Development Finance and Investment Planning (BDFIP)

A candidate should have:

Either

- i. Advanced certificate of Secondary Education Examination with at least two principal passes with a minimum of 4.0 points in the following subjects: Economics, Geography, History,

Commerce, Accountancy, Advanced Mathematics, Mathematics, Kiswahili, Nutrition, Agriculture, Biology, English, English Language, Literature, Physics, General Studies, Basic Applied Mathematics, Chemistry based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- ii. Ordinary Diploma in Accountancy, Adult Education, Agricultural Economics, Agriculture, Animal Production, Architecture, Archives and Information Management, Counselling and Guidance, Business Administration, Business Planning, Cartography, Civil and Transportation Engineering, Civil Engineering, Community development, Community Health, Computing, Cooperative Management and Accounting, Development Administration and Management, Business Administration, Database Management, Gender issues and Development, Development Economics, Development Planning, Economics, Education, Entrepreneurship and Development, Environmental Planning, Environmental and Coastal Management, Environmental Engineering, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Gender and Development, Geo-informatics for Natural Resources Management, Geology and Mineral Exploration, Geometrics, Graphic Art and printing, Tourism, wildlife, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, Marketing, Information Technology, Insurance, International Relation and Diplomacy, Investment Planning, Laboratory technician, Land Management and Valuation, Land Management, Land Surveying, Land use planning, law, Library, Livestock, Local government Accounting and Finance, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Micro finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Pharmacy, Planning, Primary Education, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Sector Accounting and Finance, Public Sector Financial Management, Development Economics, Public Service and Management, Real Estate, Records Management, Records, Rural Development Planning, Rural Development, School Inspection, Secretarial Studies, Social Work, Statistics, Tax Management, Tax, Telecommunications Engineering, Urban and Environmental Management, Community Development, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Valuation and Registration, Youth Development Work, or Foundation Programme of OUT with an average of 'B' or Pass with a GPA of at least 3.0.

3.2.14 Bachelor Degree in Human Resource Planning and Management (BDHRM)

A candidate should have:

Either

- i. Advanced certificate of Secondary Education Examination with at least two principal passes with a minimum of 4.0 points in the following subjects: Economics, Geography, History, Commerce, Accounts, Mathematics, Kiswahili, Nutrition, Agriculture, Biology, Language, Literature, Physics, Chemistry, Basic Applied Mathematics, or General Studies. based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- ii. Ordinary Diploma in Accountancy, Adult Education, Agricultural Economics, Agriculture, Animal Production, Architecture, Archives and Information Management, Counselling and Guidance, Business Administration, Business Planning, Cartography, Civil and Transportation Engineering, Civil Engineering, Community development, Community Health, Computing, Cooperative Management and Accounting, Development Administration and Management, Business Administration, Database Management, Gender issues and Development, Development Economics, Development Planning, Economics, Education, Entrepreneurship and Development, Environmental Planning, Environmental and Coastal Management, Environmental Engineering, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Gender and Development, Geo-informatics for Natural Resources Management, Geology and Mineral Exploration, Geometrics, Graphic Art and printing, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, Marketing, Information Technology, Insurance, International Relation and Diplomacy, Investment Planning, Laboratory technician, Land Management and Valuation, Land Management, Land Surveying, Land use planning, law, Library, Livestock, Local government Accounting and Finance, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Micro finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Tourism, wildlife, Petroleum Geosciences, Pharmacy, Planning, Primary Education, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Sector Accounting and Finance, Public Sector Financial Management, Development Economics, Public Service and Management, Real Estate, Records Management, Records, Rural Development Planning, Rural Development, School Inspection, Secretarial Studies, Social Work, Statistics, Tax Management, Tax, Telecommunications Engineering, Urban and Environmental Management, Community Development, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Valuation and Registration, Youth Development Work, or Foundation Programme of OUT with an average of 'B' based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5
- iii. or Pass with a GPA of at least 3.0.

3.2.15 Bachelor Degree in Urban Development and Environmental Management (BDUEM)

A candidate should have:

Either

- i. Advanced certificate of Secondary Education Examination with at least two principal passes with a minimum of 4.0 points in the following subjects: Geography, Biology, Agriculture, Chemistry, Physics, History, Kiswahili, Accountancy, Commerce, Language, English,

General Studies, Basic Applied Mathematics, Advanced Mathematics, Economics based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- ii. Ordinary Diploma in Agriculture, Aquaculture, Architecture, Banking, Building Economics, Business Administration, Business and Project Management, Cartography, Civil and Transportation Engineering, Civil Engineering, Community Development, Community Health, Computer Engineering, Computing, Cooperative Management and Accounting, Database Management, Development Administration and Management, Accountancy, Development Economics, Development Planning, Environmental and Coastal Management, Environmental Engineering, Environmental Planning, Environmental Science, Exploration and Mining Geology, Finance and Banking, Fisheries, Forestry, Foundation Programme of OUT, Gender issues and Development, General Agriculture, Geo-informatics for Natural Resources, Geology and Mineral Exploration, Geometrics, Graphic Art and printing, Health, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, information technology, Insurance and Risk Management, Insurance, International Relation and Diplomacy, Land Management Valuation, Land Management, Land Surveying, Livestock, Tax Management, Tax, Procurement and Supply Management, Local Government Accounting and Finance, Procurement, Local Government Administration, Management, Pharmacy, Marketing Management, Meteorology, Metrology and Standardization, Metrology, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Project Management, Project Planning, Public, Sector Accounting and Finance, Economics, Public Sector Financial Management, Real Estate, Social Work, Statistics, Taxation, Telecommunications Engineering, Tourism, Urban and Environmental Management, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Valuation and Registration, or wildlife with an average of 'B' or Pass of a GPA of at least 3.0.

3.2.16 Bachelor Degree in Economics (BDEC)

A candidate should have:

Either

- i. Advanced certificate of Secondary Education Examination with at least two principal passes with a minimum of 4.0 points in the following subjects: History, Geography, Mathematics, Biology, Physics, Agriculture, Economics, Accounts, Commerce, Nutrition, General Studies, Basic Applied Mathematics, or Chemistry. based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- ii. Ordinary Diploma in Agriculture, Aquaculture, Architecture, Banking, Building Economics, Business Administration, Business and Project Management, Cartography, Civil and Transportation Engineering, Civil Engineering, Community Development, Community Health, Computer Engineering, Computing, Cooperative Management and Accounting, Database Management, Development Administration and Management, Accountancy, Development Economics, Development Planning, Environmental and Coastal Management, Environmental Engineering, Environmental Planning, Environmental Science, Exploration and Mining Geology, Finance and Banking, Fisheries, Forestry, Foundation Programme of OUT, Gender issues and Development, General Agriculture, Geo-informatics for Natural Resources, Geology and Mineral Exploration, Geometrics, Graphic Art and printing, Health, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, information technology, Insurance and Risk Management, Insurance, International Relation and Diplomacy,

Land Management Valuation, Land Management, Land Surveying, Livestock, Tax Management, Tax, Procurement and Supply Management, Local Government Accounting and Finance, Procurement, Local Government Administration, Management, Pharmacy, Marketing Management, Meteorology, Metrology and Standardization, Metrology, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Project Management, Project Planning, Public, Sector Accounting and Finance, Economics, Public Sector Financial Management, Real Estate, Social Work, Statistics, Taxation, Telecommunications Engineering, Tourism, Urban and Environmental Management, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Valuation and Registration, or wildlife with an average of 'B' or Pass of a GPA of at least 3.0.

3.2.17 Bachelor Degree in Planning and Community Development (BDPCD)

A candidate should have:

Either

- i. Advanced certificate of Secondary Education Examinations with at least two principal passes with a minimum of 4.0 points in the following subjects: Economics, Commerce, Geography, History, Agriculture, English, Kiswahili, Physics, General Studies, Basic Applied Mathematics, Chemistry, Biology, Nutrition, Advanced Mathematics based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- ii. Ordinary Diploma in Accountancy, Adult Education, Agricultural Economics, Agriculture, Animal Production, Architecture, Archives and Information Management, Counselling and Guidance, Business Administration, Business Planning, Cartography, Civil and Transportation Engineering, Civil Engineering, Community development, Community Health, Computing, Cooperative Management and Accounting, Development Administration and Management, Business Administration, Database Management, Gender issues and Development, Development Economics, Development Planning, Economics, Education, Entrepreneurship and Development, Environmental Planning, Environmental and Coastal Management, Environmental Engineering, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Gender and Development, Geo-informatics for Natural Resources Management, Geology and Mineral Exploration, Geometrics, Graphic Art and printing, Housing and Infrastructure Planning, Tourism, wildlife, Human Resource Management, Information and Communication Technology, Marketing, Information Technology, Insurance, International Relation and Diplomacy, Investment Planning, Laboratory technician, Land Management and Valuation, Land Management, Land Surveying, Land use planning, law, Library, Livestock, Local government Accounting and Finance, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Micro finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Pharmacy, Planning, Primary Education, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Sector Accounting and Finance, Public Sector Financial Management, Development Economics, Public Service and Management, Real Estate, Records Management, Records, Rural Development Planning, Rural Development, School Inspection, Secretarial Studies, Social Work, Statistics, Tax Management, Tax, Telecommunications Engineering, Urban and Environmental Management, Community Development, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Valuation and Registration, Youth Development Work, or Foundation Programme of OUT with an average of 'B' or Pass with a GPA of at least 3.0.

3.2.18 Bachelor Degree in Project Planning and Management (BDPPM)

A candidate should have:

Either

- iv. Advanced certificate of Secondary Education Examination with at least two principal passes with a minimum of 4.0 points in the following subjects: Economics, Geography, History, Commerce, Accounts, Advanced Mathematics, Kiswahili, Nutrition, French, Agriculture, Biology, English Language, Literature, Physics, Basic Applied Mathematics, General Studies, Chemistry based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- v. Ordinary Diploma in Accountancy, Adult Education, Agricultural Economics, Agriculture, Animal Production, Architecture, Archives and Information Management, Counselling and Guidance, Business Administration, Business Planning, Cartography, Civil and Transportation Engineering, Civil Engineering, Community development, Community Health, Computing, Cooperative Management and Accounting, Development Administration and Management, Business Administration, Database Management, Gender issues and Development, Development Economics, Development Planning, Economics, Education, Entrepreneurship and Development, Environmental Planning, Environmental and Coastal Management, Environmental Engineering, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Gender and Development, Geoinformatics for Natural Resources Management, Geology and Mineral Exploration, Geometrics, Graphic Art and printing, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, Marketing, Information Technology, Insurance, International Relation and Diplomacy, Investment Planning, Laboratory technician, Land Management and Valuation, Land Management, Land Surveying, Land use planning, law, Library, Livestock, Local government Accounting and Finance, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Micro finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Tourism, wildlife, Petroleum Geosciences, Pharmacy, Planning, Primary Education, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Sector Accounting and Finance, Public Sector Financial Management, Development Economics, Public Service and Management, Real Estate, Records Management, Records, Rural Development Planning, Rural Development, School Inspection, Secretarial Studies, Social Work, Statistics, Tax Management, Tax, Telecommunications Engineering, Urban and Environmental Management, Community Development, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Valuation and Registration, Youth Development Work, or Foundation Programme of OUT with an average of 'B' or Pass with a GPA of at least 3.0.

3.2.19 Bachelor Degree in Business Planning and Management (BDBPM)

A candidate should have:

Either

- i. Advanced certificate of Secondary Education Examinations with at least two principal passes in the following subjects: Economics, Geography, History, Commerce, Accounts, Advanced Mathematics, Kiswahili, Nutrition, Agriculture, Biology, Language, Basic Applied Mathematics,

General Studies, Literature, Physics, Chemistry based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- ii. Ordinary Diploma in Accountancy, Development Planning, Business Administration, Marketing Management, Local Government Accounting and Finance, Procurement, Education, Local Government Accounting and Finance, Human Resource Management, Procurement and Supply Management, Risk Management, Business And Project Management, Entrepreneurship and Development, Industrial Relations, Procurement and Logistics Management, Marketing, Clearing and Forwarding, Public Relations, Public Administration and Management, Applied Statistics, Metrology and Standardization, Taxation, Law, Enterprise Management, Customs and Tax Administration, Business Management, Business Information, Business Studies, Public Sector Financial Management, Co-operative Management and Accounting, Business Information and Communication Technology, Information and Communication Technology, Transport Management, Micro finance Management, Accountancy, Development Administration and Management, and Community Development with at least an average of “B” or Pass or a GPA of 3.0 and above

3.2.20 Postgraduate Diploma in Environmental Planning (PGE)

Candidates for the Postgraduate Diploma Course in Environmental Planning should have acquired any first degree or equivalent academic qualifications from higher learning institutions registered by government or any recognized bodies of the country of study.

3.2.21 Postgraduate Diploma in Regional Planning (PGR)

Candidates for the Postgraduate Diploma Course in Regional Planning should have acquired any first degree or equivalent academic qualifications from higher learning institutions registered by government or other recognized accreditation bodies of the country of study.

3.2.22 Postgraduate Diploma in Project Planning and Management (PGP)

Candidates for the Postgraduate Diploma Course in Project Planning and Management should have acquired any first degree or equivalent academic qualifications from any higher learning institutions registered by government or other recognized accreditation bodies of the country of study.

3.2.23 Postgraduate Diploma in Governance and Sustainable Development (PGSD)

Candidates for the Postgraduate Diploma Course in Governance and Sustainable Development should have acquired any first degree or its equivalent academic qualifications from any higher learning institutions registered by government or other recognized accreditation bodies of the country of study.

3.2.24 Master Degree in Development Economics (MDE) NTA level 9

The candidates intending to apply for admission to the Master Degree programmes offered by the Institute of Rural Development Planning should have at least one of the following minimum qualifications:

- i. At least NTA level -8: Bachelor Degree of Second Lower Class of relevant or related discipline as may be approved by relevant recognized department course committee; or
- ii. At least non-NTA Bachelor Degree of Second Lower Class for classified awards or average of B grade or credit for unclassified awards of relevant or related discipline as may be approved by relevant recognized department course committee; or

- iii. Non-NTA Bachelor Degree of Pass grade for classified awards or average of C grade for unclassified awards of relevant or related discipline with Postgraduate Diploma of at least Second Lower Class for classified awards or average of B+ grade for unclassified awards, or
- iv. NTA level 8: Bachelor Degree of Pass grade with postgraduate diploma relevant or related discipline as may be approved by relevant recognized department course committee;
- v. Advanced Diploma of Second Lower Class in Economics or related discipline as may be approved by relevant recognized department course committee

3.2.25 Master Degree in Environmental Planning and Management (MEPM) NTA level 9

Candidates for the Master Degree in Environmental Planning and Management should have the following qualification:

- i. At least NTA level -8: Bachelor Degree of Second Lower Class of relevant or related discipline as may be approved by relevant recognized department course committee; or
- ii. At least non-NTA Bachelor Degree of Second Lower Class for classified awards or average of B grade or credit for unclassified awards of relevant or related discipline as may be approved by relevant recognized department course committee; or
- iii. Non-NTA Bachelor Degree of Pass grade for classified awards or average of C grade for unclassified awards of relevant or related discipline with Postgraduate Diploma of at least Second Lower Class for classified awards or average of B+ grade for unclassified awards, or
- iv. NTA level -8: Bachelor Degree of Pass grade with postgraduate diploma relevant or related discipline as may be approved by relevant recognized department course committee;
- v. Advanced Diploma of Pass in Economics or related discipline with Postgraduate Diploma in Economics of at least Second Lower Class for classified awards or average of B grade for unclassified awards
- vi. Advanced Diploma of Pass in Environmental Planning or related discipline with Postgraduate Diploma in Environmental Planning of at least Second Lower Class for classified awards or average of B grade for unclassified awards

3.2.26 Master Degree in Rural Development Planning (MRDP) NTA level 9

The candidates intending to apply for admission to the Master Degree in Rural Development Planning offered by the Institute of Rural Development Planning should have at least one of the following minimum qualifications:

- (a) At least NTA level -8: Bachelor Degree of Second Lower Class of relevant or related discipline as may be approved by relevant recognized department course committee; or
- (b) At least non-NTA Bachelor Degree of Second Lower Class for classified awards or average of B grade or credit for unclassified awards of relevant or related discipline as may be approved by relevant recognized department course committee; or
- (c) Non-NTA Bachelor Degree of Pass grade for classified awards or average of C grade for unclassified awards of relevant or related discipline with Postgraduate Diploma of at least Second Lower Class for classified awards or average of B+ grade for unclassified awards, or
- (d) NTA level -8: Bachelor Degree of Pass grade with postgraduate diploma relevant or related discipline as may be approved by relevant recognized department course committee;

3.2.27 Master Degree in Population Studies (MPS) NTA level 9

The candidates intending to apply for admission to the Master Degree Population Studies offered by the Institute of Rural Development Planning should have at least one of the following minimum qualifications:

- i. At least NTA level -8: Bachelor Degree of Second Lower Class of relevant or related discipline as may be approved by relevant recognized department course committee; or

- ii. At least non-NTA Bachelor Degree of Second Lower Class for classified awards or average of B grade or credit for unclassified awards of relevant or related discipline as may be approved by relevant recognized department course committee; or
- iii. Non-NTA Bachelor Degree of Pass grade for classified awards or average of C grade for unclassified awards of relevant or related discipline with Postgraduate Diploma of at least Second Lower Class for classified awards or average of B+ grade for unclassified awards, or
- iv. NTA level -8: Bachelor Degree of Pass grade with postgraduate diploma relevant or related discipline as may be approved by relevant recognized department course committee;

3.2.28 Master Degree in Project Planning, Monitoring and Evaluation (MPPME) Level 9

The candidates intending to apply for admission to the Master Degree in Project Planning, Monitoring and Evaluation offered by the Institute of Rural Development Planning should have at least one of the following minimum qualifications:

- i. At least NTA level -8: Bachelor Degree of Second Lower Class of relevant or related discipline as may be approved by relevant recognized department course committee; or
- ii. At least non-NTA Bachelor Degree of Second Lower Class for classified awards or average of B grade or credit for unclassified awards of relevant or related discipline as may be approved by relevant recognized department course committee; or
- iii. Non-NTA Bachelor Degree of Pass grade for classified awards or average of C grade for unclassified awards of relevant or related discipline with Postgraduate Diploma of at least Second Lower Class for classified awards or average of B+ grade for unclassified awards, or
- iv. NTA level -8: Bachelor Degree of Pass grade with postgraduate diploma relevant or related discipline as may be approved by relevant recognized department course committee;

3.2.29 Master Degree in Community Development (MCD) Level 9

The candidates intending to apply for admission to the Master Degree in Community Development offered by the Institute of Rural Development Planning should have at least one of the following minimum qualifications:

- i. At least NTA level -8: Bachelor Degree of Second Lower Class of relevant or related discipline as may be approved by relevant recognized department course committee; or
- ii. At least non-NTA Bachelor Degree of Second Lower Class for classified awards or average of B grade or credit for unclassified awards of relevant or related discipline as may be approved by relevant recognized department course committee; or
- iii. Non-NTA Bachelor Degree of Pass grade for classified awards or average of C grade for unclassified awards of relevant or related discipline with Postgraduate Diploma of at least Second Lower Class for classified awards or average of B+ grade for unclassified awards, or
- iv. NTA level -8: Bachelor Degree of Pass grade with postgraduate diploma relevant or related discipline as may be approved by relevant recognized department course committee;

4.0 FEE STRUCTURE FOR VARIOUS COURSES

4.1 General Information

At the beginning of each academic year, all Tanzanian students will be required to produce evidence of having been granted a loan from the Higher Education Students Loan Board or evidence of scholarship awards; otherwise, they will be expected to pay full tuition and other Institute fees at the beginning of each semester before they are registered.

Payment of fees should be made before or during registration. Failure to pay within the specified period may result in withdraw of registration.

Fees for various courses consist of the amount payable directly to the Institute and that payable directly to students. Whereas the amount payable directly to the Institute covers for tuition, field supervision, students' organization, and registration; and the amount payable directly to the student covers for meals allowance, books and stationery, accommodation, medical allowance, practical training allowance and dissertation production. However, the amount to be paid to students will normally depend on their sponsors' policies. When fees direct payable to students is paid through IRDP accounts, a 20% administration fee will be deducted

All payments for fees directly paid to IRDP should be made through control number payment system. For more instructions follow the link <http://oas.irdp.ac.tz/site/bill.aspx>

It should be noted here that fees may change any time without notice.

4.2 Direct Student Costs per Academic Year

Tables 1, 2 and 3 indicate costs payable direct to students

Table 1: Direct Payable Costs to Tanzanian Students per Programme

Programme	Variable Costs (Tshs)					Dissertation production	Total Cost
	Meal allowance	Books & Stationery	Medical allowance	Accommodation	Studio/Field/Research Work		
Post graduate Diploma	1,440,000	500,000	200,000	350,000	1000,000	250,000	3,740,000
Bachelor Degree	1,200,000	300,000	200,000	350,000	900,000	100,000	3,050,000
Ordinary Diploma	1,200,000	200,000	100,000	350,000	252,000	60,000	2,162,000
Basic Certificate	1,200,000	150,000	100,000	350,000	100,000	50,000	1,950,000

Table 2: Direct payable Costs to Foreign Students per Programme

Programme	Variable Costs (US \$)					Total
	Meal allowance	Books & Stationery	Medical allowance	Studio and research work/dissertation production		
Postgraduate Diploma	1,500	500	300	1800		4,100
Bachelor Degree	1,200	300	200	700		2,500
Ordinary Diploma	1,200	200	100	300		1,800
Basic Certificate	1,200	200	100	100		1,600

Table 3: Fee Structure for Master Degree Programmes Payable to Students

Item	EA Citizens (TSHS)	Non-EA Citizens (USD)
Accommodation	1,000,000.00	1,000.00
Stipend	3,660,000.00	4,000.00
Books	750,000.00	500.00

Stationery	300,000.00	400.00
Research work	3,000,000.00	3,000.00
Dissertation Writing	300,000.00	300.00
Field excursion	300,000.00	300.00
Transport related costs	200,000.00	200.00
Medical Services	300,000.00	300.00
Total	9,810,000.00	10,000.00

Note:

- (i) Direct fee payable to students are just indicative, sponsors can vary them according to their policies
- (ii) When fees direct payable to students are paid through IRDP accounts, a 20% administration fee will be deducted

4.3 Fees Direct Payable to IRDP

Table 4, 5 and 6 indicates fee structure payable directly to IRDP

Table 4: Fees Structure for Certificate, Diploma & Bachelor Degree Courses for Tanzanian Students (Tshs)

Item	Basic Technician Certificate	Ordinary Diploma	Bachelor Degree	Post graduate Diploma
Tuition	830,000	940,000	1,130,000	1,450,000
Registration	50,000	50,000	50,000	50,000
Student Organization	20,000	20,000	20,000	20,000
Sports and games	10,000	10,000	10,000	10,000
NACTE Quality Assurance fee	15,000	15,000	20,000	-
Total	925,000	1,035,000	1230,000	1,530,000

Table 5: Fees Structure for Certificate, Diploma, Bachelor Degree and Postgraduate Diploma Courses for Foreign Students (US Dollars)

Item	Basic Technician Certificate	Ordinary Diploma	Bachelor Degrees	Postgraduate Diplomas
Tuition	700	1000	1500	2000
Registration	100	100	100	100
Sports and Games	50	50	50	20
Student Organization	50	50	50	50
Accommodation	500	500	500	500
NACTE Quality Assurance Fee	15	15	20	-
Total	1415	1715	1720	2720

Table 6: Fee Structure for Master Degree Programmes Direct Payable to IRDP

S/N	Item	EA Citizens (TSHS)	Non-EA Citizens (USD)
1	Application Fee	30,000.00	40.00
2	Registration	50,000.00	50.00
3	Examination	200,000.00	200.00
4	Student Union	40,000.00	40.00
5	Tuition Fee	3,400,000.00	3,000.00

6	Identify Card	10,000.00	10.00
7	Graduation	50,000.00	50.00
8	Library services	100,000.00	80.00
9	Research Supervision & Defence	500,000.00	600.00
10	NACTE Quality Assurance Fee	20,000	20.00
Total		4,400,000	4,090.00

Note:

1. For Master Degree programmes item No. 2, 3, 4, 6 & 8 to be paid in full and item No. 5 pay 2,000,000.00 during registration. The remaining will be paid during second year of the study.
2. Fees once paid are not refundable
3. Registration and sports fees are payable at the beginning of the first semester of year of the study

5.0 GENERAL EXAMINATION REGULATIONS

Made under Section 18 (1) (e) of Act No. 8 of 1980

5.1 PRELIMINARY PROVISIONS

5.1.1 Citation and commencement

These regulations may be cited as The IRDP Examinations Regulations and shall commence operation on the date of approval.

5.1.2 Interpretation

5.1.3 Act

Means the Institute of Rural Development Planning (IRDP) Act. No. 8 of 1980 (Cap. 174 R.E 2002).

5.1.4 Academic Planning Committee

Means the Committee established under section 8 of these regulations.

5.1.5 Appeal

A written document indicating the need for rechecking/re-marking of the examination after being dissatisfied with the results or decisions made for violating examination regulations

5.1.6 Assessment

Means any mode or combination of modes of testing the attainment of a candidate as stipulated in section 30 of these regulations.

5.1.7 Award

Award hereby refers to a conferment upon a candidate who has successfully completed a given programme of study.

5.1.8 Board of Examiners

Means the board of examiners established under section 4 of these regulations.

5.1.9 Candidate

Candidate hereby refers to any person registered with the Institute of Rural Development Planning in any academic programme and has fulfilled the conditions explained in regulation 10.1 of these examination regulations.

5.1.10 Student

Means any person admitted and registered under any programme of study of the Institute and has fulfilled the conditions explained in section 10.1 Of these regulations

5.1.11 Cheating

Means possessing of, using, giving, receiving or copying unauthorised materials during and/ or after examination. It also includes any other form or kind of dishonesty or destruction or falsification of any evidence of examination irregularity.

5.1.12 Coursework

Coursework hereby refers to any mode of assessment used to test a candidate during the semester excluding end of semester examinations.

5.1.13 Department

Department hereby refers to an academic department offering training programmes and offering awards.

5.1.14 Examinations

- a) For the purposes of the Institute of Rural Development Planning, the word “Examinations” shall include Coursework Assessment, Semester Examination, Supplementary/special Examinations, Fieldworks and Research Work.
- b) Coursework assessment includes assignments, seminar presentations, oral examination, tests, studio work and field attachments.
- c) Semester examination includes end of semester examinations, supplementary and special examinations.
- d) Research work includes dissertations, project papers and special papers
- e) Field work included report prepared by the student indicating how he/she applied theoretical knowledge in to practical work during field attachment to various offices

5.1.15 End of Semester examination

Means an examination to be undertaken by a candidate at the end of a respective semester as per section 10.1 of these regulations

5.1.16 Supplementary Examination

Means examination(s) other than semester examinations given to candidates after failing to attain the prescribed grades in the first sitting

5.1.17 Special examination (s)

Means examination(s) which a candidate is allowed to sit for after failing to sit for the end of semester examination under the condition stipulated in section 11.4 of these regulations.

5.1.18 Failure

Failure hereby refers to a formal judgement of Board of Examiners (Departmental Examiners Board and Institute Examinations Board) as approved by the Academic Planning Committee on the basis that the candidate has not satisfied the examiners.

5.1.19 Governing Council

Means the Institute's Governing Council established under section 5 of the Act which established the Institute of Rural Development Planning.

5.1.20 GPA

Means Graded Point Average.

5.1.21 Invigilator

Invigilator hereby refers to a person given responsibility (either sole or shared) of supervising candidate(s) sitting for examinations.

5.1.22 Invigilation

Invigilation hereby refers to a process of supervising candidate/candidates sitting for examinations.

5.1.23 Module

Module hereby refers to a set of learning outcomes that has been pedagogically structured to respond to a meaningful stage of the work process, to represent a meaningful phase of learning process and constitute the basic units for evaluation.

5.1.24 Plagiarism

Plagiarism hereby refers to copying, lifting, stealing, illegal use or any other mode of use of academic work that constitute breach of copyright.

5.1.25 Semester

Means an academic period in which a set of modules in each discipline are offered and examined

5.1.26 Subject Panel

Refers to a group of academicians with skills or specialist knowledge who have been chosen to give their expertise on a particular subject

5.1.27 Internal Examiner

Means a member of academic staff involved in teaching or conducting of a particular course of study in a given semester or marking student's dissertations

5.1.28 External Examiner

Means an examiner(s) appointed from outside the Institute for the purpose of examination moderation or as a second marker of the candidate's examination or dissertation.

5.1.29 Unauthorised Materials

For the purpose of these regulations, unauthorised materials shall mean any form of materials which are not allowed in examination room/venues as provided in section 16.2 of these regulations.

5.1.30 Unauthorised Absence from the Examination Room

Means leaving the examination room, temporarily or otherwise, or staying out of the examination room for more than 15 minutes without permission of the invigilator(s).

5.1.31 Jury

Means a panel of internal and/or external examiners who assess the candidate's research work presentation/defence.

5.1.32 Registration

Means the act of recording student's information on the system of the Institute records of eligibility

5.1.33 Graduate

Means the person who has fulfilled examination requirements for any award offered by the Institute

5.1.34 Examination Room/Venue

Means a place where the examination is being conducted under invigilation

5.1.35 Campus

Means a place or location whereby the Institute undertakes its functions outlined on the act of its establishment

5.1.36 Training Centres

Place other than the main campus where IRDP performs its main function outlined in the act of its establishment.

5.1.37 Application

These regulations shall apply in respect of all persons and/or bodies dealing with and matters relating to the examinations at the Institute.

5.2 EXAMINATION ADMINISTRATION ORGANS

5.2.1 Board of Examiners

There shall be a Departmental Board of Examiners/ Training centre Examiners Board at the Departmental level and Institute Examinations Board at the Institute level with composition and functions as stipulated under regulation 5 and 6, respectively.

5.2.2 Departmental Examiners Board (DEB) and Training Centre Examiners Board (TCEB)

There shall be a Departmental/Training centre Examiners Board

5.2.2.1 Composition

The following members shall constitute the Examiners Board:

- a) Head of Department/Training Centre Director – Chairperson
- b) Module’s instructors of the department in that particular semester herein after called internal examiners
- c) An appointee of the Deputy Rector – Academics/Training Centre Director
- d) Programme coordinator(s) in the respective department(s)
- e) Quality Assurance Officer
- f) Legal Officer
- g) Departmental Admission and Examination Officers/Training centre admission and examination Coordinator – Secretary

5.2.2.2 Responsibilities of DEB/TCEB

The DEB shall have the following responsibilities:

- a) To discuss the general performance of students and review the marking
- b) To report findings and recommendations for improvement to the Institute Examinations Board
- c) To discuss problems of invigilation, moderation and all matters related to examinations
- d) To deliberate semester examination results of all students in the department and report to the Institute Examinations Board

5.2.3 Institute’s Examinations Board (IEB)

There shall be the Institute Examination Board

5.2.3.1 Composition

The following members shall constitute Institute Examinations Board (IEB):

- a) Deputy Rector- Academics – Chairperson
- b) Heads of academic department
- c) Training Centre Director
- d) Training centre head of Academic affairs
- e) Departmental/Training Centre Admission and Examination Officers
- f) An appointee of the Rector
- g) President(s) of IRDP Students’ Organisation of the main campus and the existing Training Centres
- h) Minister(s) for Education of IRDP Students’ Organisation of the main Campus and the existing Training Centres
- i) At least one external examiner who participated in moderation and marking of examination in that semester
- j) Dean of Students
- k) Quality Assurance Officer

- l) Legal Officer
- m) Registrar - Secretary

5.2.3.2 Responsibilities of IEB

The IEB shall have the following responsibilities:

- a) To receive and discuss internal and external examiners reports
- b) To review examination performance of all students
- c) To recommend students' examinations performance to the APC for approval
- d) To initiate, discuss and recommend examination regulations and policies to the APC
- e) To release provisional examination results
- f) To propose External Examiners to the APC

5.2.4 Examinations Disciplinary Committee

There shall be the Examinations Disciplinary Committee (EDC) in main campus and in training centre(s).

5.2.4.1 Composition

The EDC shall be constituted by the following members:

- a) Deputy Rector Academics/ Director of the Training Centre who shall be a Chairperson
- b) The Head of the respective Department
- c) Quality Assurance Officer
- d) Legal Officer
- e) Examination Officer
- f) Dean of Students
- g) Any other member as may deem necessary
- h) The Registrar/Head of Academic Affairs of the training Centre who shall be the secretary

5.2.4.2 Responsibilities of the EDC

- a) To receive and discuss any examination Irregularity cases and appeals
- b) Report and recommend the discussed matters to the APC for approval

5.2.4.3 Powers of the EDC

The Examinations Disciplinary Committee shall have the power:

- a) To summon any candidate or person or officer in relation to an alleged examination irregularity that took place during the examinations
- b) To question and interrogate any candidate, invigilator or any person in relation to the examination irregularity that took place during the examinations
- c) To impose sanction on persons found responsible or guilty of irregularity
- d) To determine or propose actions to be taken in case of emergencies for unforeseen events
- e) In case of examination leakage, EDC shall decide and take appropriate actions.

5.2.5 Examination Disciplinary Appeal Committee (EDAC)

There shall be the Examinations Disciplinary Appeal Committee (EDAC) in main campus and in training centre

5.2.5.1 Composition of the EDAC

The EDAC shall be composed of the following members;

- i. The Legal Officer Who shall be the secretary.
- ii. A State Attorney
- iii. At least three members appointed by the Rector, one among them shall be a chairperson

5.2.5.2 On appointing the members of the EDAC, no member who sat for the EDC whose decision is appealed against shall be appointed to the EDAC

5.2.5.3 Responsibilities of EDAC

- a) To receive and discuss any examination Irregularity appeal cases from the EDC.
- b) Report and recommend the discussed matters to the APC for approval

5.2.5.4 Powers of EDAC

The Examinations Disciplinary Appeal Committee shall have the power:

- a) To summon any candidate or person or officer in relation to an alleged examination irregularity that took place during the examinations
- b) To question and interrogate any candidate, invigilator or any person in relation to the examination irregularity that took place during the examinations
- c) To impose sanction on persons found responsible or guilty of irregularity
- d) To determine or propose actions to be taken in case of emergencies for unforeseen events.

5.2.6 Academic Planning Committee (APC)

There shall be an Academic Planning Committee. This is an Approval Authority responsible for all academic matters such as student admissions, curriculum development, approval of examination results and awards.

5.2.6.1 Composition

- a) Rector - Chairperson
- b) Deputy Rector – Academics
- c) Deputy Rector – Finance, Planning and Administration
- d) Heads of Academic Departments
- e) Representative from the Parent Ministry
- f) Representative from the National Council for Technical Education
- g) Representative from the IRDP Governing Council
- h) Representative from the Ministry responsible for local government
- i) Representative from the Ministry/Agency responsible for environment
- j) Representative from the Ministry/Agency responsible for population
- k) Two representatives from higher learning institutions (one of them shall come from a University)

- l) Co-opted member from professional body as may be appointed by the Rector
- m) President(s) of IRDP Students' Organization of the main campus and the existing training centres
- n) Minister(s) for Education of IRDP Students' Organization of the main campus and the existing centres
- o) Dean of Students
- p) Head of Quality Assurance and Control Unit
- q) Legal Officer
- r) Directors of the Zonal Training Centres
- s) Training centre Head of Academic Affairs
- t) Campus Manager(s)
- u) Registrar of Students - Secretary

5.2.6.2 Responsibilities of APC

- a) To approve students' admissions to various academic programmes
- b) To approve the end of semester and annual examination results
- c) To receive appeal reports and make final decision(s)
- d) To receive and discuss academic policies and regulations brought forward by IEB, and recommend such policies and regulations for approval to the governing council
- e) To receive, discuss and propose curricular for any programme leading to the conferring of any award of the Institute to the governing council
- f) To safeguard and maintain academic quality and standards of the Institute
- g) To withdraw any award fraudulently obtained by any person from the Institute
- h) To recommend to the governing council the establishment or disestablishment of departments, schools, centres, units or other academic bodies of the Institute
- i) To approve the external examiners for the Institute examinations

5.3 REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS

5.3.1 Registration for Institute Examinations

5.3.1.1 A student qualifying for the Institute examinations shall be:-

- a) Registered within a period of 4 weeks from the opening date of the respective semester,
- b) Registered and collect students' identity cards at the end of registration process after fulfilling conditions as stipulated in Section 10.1 of these Regulations.

5.3.1.2 A student qualifying for the Institute examinations shall register himself/herself in Students Records Management Information System (SRMIS) every semester.

5.3.2 Eligibility for End of Semester Examinations

5.3.2.1 No candidate shall be eligible for any end of Semester, special or supplementary examinations in any module unless the Head of Department in a respective programme, has satisfied himself/herself that the candidate has:-

- a) Completed payment of all required fees in the respective semester
- b) Registered for the programme and respective module at the beginning of the semester

- c) Attended class lectures for respective modules including the following:
 - (i) Attended and covered at least 75 percent of the time and content areas scheduled to be covered in each semester for each module.
 - (ii) Attempted at least two assignments and two tests in the respective module.
 - (iii) Scored at least 40% and 50% of the course work for each module for degree programmes and non-degree programmes respectively.
 - (iv) Failure to comply with section 10.1(c) (i) to (iii) a candidate shall be required to repeat the respective module
 - (v) All candidates who are repeating module shall be required to pay TZS. 100,000/=.

5.3.2.2 When a candidate who has been barred in accordance with regulation 10.1 above enters the examination room and sits for the end of semester examination, his/her results in that module shall be declared null and void. Such a candidate shall be discontinued from studies for such misconduct subject to approval by the Academic Planning Committee (APC).

5.3.2.3 Any candidate who meets criteria in section 10.1 may request to postpone sitting for end of semester examinations and the permission for such postponement shall be granted by the Deputy Rector for academics/Director of the training centre and the Registrar/Head of academic affairs of the respective training centre shall report all postponement matters to the IEB and consequently to the APC.

5.3.3 Absence from Examinations

5.3.2.4 A candidate who absents oneself from examinations without compelling reasons shall be discontinued from studies subject to APC approval.

5.3.2.5 A candidate allowed to be absent from attempting a continuous assessment(s) shall be required to complete the same before attempting the end of semester examinations.

5.3.2.6 A candidate shall be responsible for initiating any request to accomplish a continuous assessment missed because of class absence after submitting evidence(s) to the respective Head of Departments.

5.3.2.7 A candidate permitted to be absent from the end of semester examinations shall have to sit for special examination provided that she/he has fulfilled the conditions stipulated in regulation 10.1 of these regulations.

5.3.4 Dates of Examinations

5.3.4.1 Dates for conducting continuous assessments shall be communicated to all students by the Registrar/Head of academic affairs of the respective training centre.

- 5.3.4.2** Dates for the end of semester examinations shall be published in the Institute Almanac. Changes will be communicated if need arises.
- 5.3.4.3** Dates for supplementary/special examinations shall be published in the Institute Almanac.
- 5.3.4.4** Students shall be required to pay 20,000/= per module prior to sitting for the respective supplementary examination.
- 5.3.4.5** If the public holiday or any event falls on the dates set for examinations, the examinations will proceed as arranged. In case it is necessary that the examinations be postponed for any reason, the same will be communicated by the Deputy Rector Academic/Director of the training centre.

5.4 CONDUCT OF THE INSTITUTE EXAMINATIONS

5.4.1 Conduct of Examinations

- 5.4.1.1 The overall-coordination of the examinations shall be the responsibility of the Registrar/Head of academic affairs of the respective training centre under the direction of the Deputy Rector Academic/Director of the Training Centre.
- 5.4.1.2 The module instructor is responsible for providing the students with the course outline information and other class requirements (including class attendance) that will provide a basis for evaluating student performance.
- 5.4.1.3 Coursework results for assignment one (A₁), test one (T₁), assignment two (A₂) and test two (T₂) for each module shall be completed and made available to students through Students' Record System (SRS) by the respective module instructor five days before commencement of end of semester examinations.
- 5.4.1.4 Items A₁ and T₁ in section 5.4.1.3 shall be uploaded in SRS within the first six weeks after the commencement of the respective semester, followed by items A₂ and T₂ during the second six weeks.
- 5.4.1.5 Every module instructor shall be responsible to ensure that all items in section 5.4.1.3 are examined. Failure to comply with this section, the respective instructor will be reported by Departmental Admission and Examination Officer the Head of Department and consequently to the Deputy Rector Academic/Director of the training centre for disciplinary actions.
- 5.4.1.6 The coursework results shall be uploaded to the Students Records Management Information System (SRS) by the respective module instructor and ensure that the results are available to students as stipulated in section 5.4.1.3 of these regulations. The module instructor shall then download the coursework uploaded to SRS after all the items in section 13.3 are completed, print, sign and submit to the Head of the respective Department.

5.4.1.7 The APC, on behalf of the Governing Council shall appoint the External Examiners for the Institute examinations.

5.4.1.8 Under these regulations, the Registrar herein known as Examination Secretary on consultation with Deputy Rector Academic/Director of the training centre shall issue such guidelines to candidates, invigilators and examiners of the Institute's examinations may deem necessary before commencement of end of semester examinations.

5.4.1.9 Time allocated to each end of semester examination shall be three hours.

5.4.2 Examination Setting, Moderation and Printing

5.4.2.1 All examinations of the Institute shall be set by the module instructor or such other person as may be appointed by the respective Head of the Department.

5.4.2.2 The module instructor shall be required to submit the examination draft in electronic form to the Examination Secretary/Head of Academic Affairs within the time stipulated in the circular letter.

5.4.2.3 All examiners must abide by deadlines. Any examiner who fails to meet the deadline and hence cause delay in the processing of examinations will be dealt with as may be so instructed by the disciplinary authority

5.4.2.4 All examinations shall bear instructions mentioning categorically which materials are authorised to be used in the examination. Such instructions shall be read together with the instructions on the examination's questions.

5.4.2.5 There shall be an examination moderation committee(s) for each Department. The Committee shall be composed of:-

- (a) The Head of Department who shall be the chairperson,
- (b) At least one representative from each subject panel.
- (c) One representative from the registrar's office.

5.4.2.6 Upon receipt of draft examination questions, the examination officer shall submit the same to the respective examination moderation committee(s).

5.4.2.7 Functions of the moderation committee shall be the following:

- (i) To ensure that the instructions to the examination paper are correct
- (ii) To ensure that the rubric of every question is clearly worded and unambiguous;
- (iii) To ascertain that marks are distributed fairly and equitably to reflect the weight of each and every question;
- (iv) To ascertain that the examination has covered all aspects described in the curriculum.

5.4.2.8 Any examination moderator will be required to observe utmost confidentiality before, during and after the moderation exercise. Failure to observe this, will make him/her liable for disciplinary measures.

5.4.2.9 Whereupon examination moderators have recommended major alteration in anyway, the recommendations shall be availed to the module instructor for his/her comments prior to production of the respective examination.

5.4.2.10 All examination questions shall be moderated by selected external moderators who are also external examiners of the Institute.

5.4.2.11 All end of semester examination papers shall be centrally printed by the Office of Examinations Secretary.

5.4.3 Examination Irregularities

5.4.2.12 For the purposes of these regulations, examination irregularities shall mean:

- a) Cheating (e.g. copying from manuscript and books or any source which is not allowed in an examination room)
- b) Any form of communication with a fellow candidate during examinations in an examination room
- c) Exchanging documents or answer books and/ or answer sheets.
- d) Bringing unauthorised materials in the examination room, whether found in clothes, pockets and or any other part of the body.
- e) Any other forms or kinds of dishonesty or falsification or destruction of evidence of unlawful material

5.4.2.13 For the purpose of these Regulations, unauthorised materials include any written or printed materials that are generally or specifically prohibited from being brought into the examination room (e.g. cellular or mobile phones, camera, recorder, radios, pagers, microcomputers, exercise books and any other materials as may be specified by the Institute from time to time).

5.4.2.14 Any candidate found cheating; including being involved in plagiarism in any part of the examination process shall be deemed to have failed in the whole examination for that semester and shall be discontinued from studies with immediate effect.

5.4.2.15 Any candidate found guilty of committing an examination irregularity may appeal to the APC in accordance with the provisions of these regulations.

5.4.2.16 All cases of suspected or proved examination irregularities shall be reported to the Examination Secretary/Head of Academic Affairs. The Examination Secretary/Head of Academic Affairs shall report the case to the Examination Disciplinary and Appeal Committee (EDC) for action.

- 5.4.2.17** Depending on the gravity of the facts or circumstances constituting the appellant's offence, the APC shall decide on the appeals on case by case basis.
- 5.4.2.18** All cases of discontinuation from studies shall be approved by APC
- 5.4.2.19** Where a person who is not a candidate commits an examinations offence under these regulations, the Institute may report the case to the appropriate law enforcement organs.
- 5.4.2.20** Where an invigilator or any other staff of the Institute commits examinations offences under these regulations, such as showing examination(s) answers; allowing candidate(s) to make noise during examinations, or to bring unauthorised materials in an examination room as listed in regulation 15.2 above; mishandling examination script(s) or examination results due to poor supervision; and collusion or ill motive, a disciplinary action shall be taken against him/her in accordance with the relevant laws and/or regulations.
- 5.4.2.21** Where there is evidence of a leakage of examination, the EDC shall nullify the examination and require the candidates to re-sit the examinations.
- 5.4.2.22** Leakage of examinations by any person shall be punishable by relevant disciplinary authority.
- 5.4.4 Examination Instructions to Candidates**
- 5.4.2.23** Candidates shall be allowed to enter the examination room fifteen minutes prior to the time prescribed for the commencement of any examination.
- 5.4.2.24** No candidate shall be allowed to enter into the examination room without his/her IRDP identity card.
- 5.4.2.25** In any end of semester examination, no candidate shall be allowed to enter the examination room 30 minutes since examination commencement and no candidate shall be permitted to leave the examination room until half an hour has elapsed after the start of the examination.
- 5.4.2.26** No communication (verbal or otherwise) between candidates is allowed during the examination. If any candidate needs to communicate, he/she must do so by raising his/her hand to attract attention of the invigilator.
- 5.4.2.27** Smoking, drinking alcohol and or being in a condition of alcohol influence in the examination room are completely prohibited. Once found disciplinary action will be taken.

- 5.4.2.28** Subject to the permission of the invigilator, candidates are allowed to go out of the examination room, one at a time, with an escort for not more than fifteen minutes and only for the purpose of a call of nature.
- 5.4.2.29** Names, initials or any other mark that may distinguish one candidate from another should never be written on script papers or answer booklets.
- 5.4.2.30** Each candidate is required to begin each question on a fresh page. Failure of that the overlapping part will not be marked.
- 5.4.2.31** No candidate allowed to borrow a calculator, ruler, pen, pencil and or a rubber from his/her fellow candidate during examinations.
- 5.4.2.32** Using anybody else registration number is considered as a case of dishonesty that is liable for disciplinary action as shall be determined by the examination decision bodies. Such dishonesty may lead to discontinuation from studies subject to approval by APC.
- 5.4.2.33** Candidates must stop writing immediately when the invigilator tells them to do so. Normally, candidates will be notified to stop writing 15 minutes prior to the end of an examination.
- 5.4.2.34** Candidates must arrange and fasten their answer papers in order of pages. Before going out of the examination room, each candidate shall personally hand over his/her answer script to the invigilator and immediately sign against the attendance list against his/her examination number.
- 5.4.2.35** Each candidate must write his/her registration number on examination booklets and on every page of the booklet at the commencement of the examination.

5.4.5 Instructions to Invigilators before the Examination

- 5.4.2.36** Invigilators should be physically present in the examination room at least 15 minutes before the commencement of the examination.
- 5.4.2.37** The Examination Officer shall provide invigilators with the following items:
- a) The sealed examination papers to be attempted by candidates. The sealed envelopes containing examination papers must be collected personally by each invigilator from the Examination Officer at least 20 minutes before commencement of examinations.
 - b) Timetable for examinations and Invigilation.
 - c) Attendance sheet with candidates' registration numbers for their signature.
- 5.4.2.38** Invigilators may search/check students to ensure that they do not enter the examination room with unauthorized materials.

- 5.4.2.39** Invigilators must also ensure that only one answer-book is provided for each candidate. The answer booklets must be filled before any additional sheets of paper are provided.
- 5.4.2.40** Invigilators shall admit candidates to the examination room at least 15 minutes before the commencement of the examination. Handbags, purses, overcoats, books, papers and other similar articles shall not be allowed in the examination room.
- 5.4.2.41** During the first 15 minutes before the commencement of the examination, the invigilator shall:
- a) Make an announcement to the effect that candidates should satisfy themselves that they are in possession of the correct paper.
 - b) Make sure that each candidate possesses his/her identity card.
 - c) Call attention to anything that seems to require clarification.
 - d) Tell candidates examination commencement. Candidates may be given five minutes to read the paper.
- 5.4.2.42** Invigilators shall not admit candidates to the examination room after thirty minutes from the commencement of the examination and should not permit them to leave the room until thirty minutes have elapsed.
- 5.4.2.43** The Invigilator shall be responsible for the proper conduct of the examination. It will be his/her duty to report immediately all cases of irregularity or misconduct in the examination to the secretary of the EDAC

5.4.6 Instruction to Invigilators During the Examination

- 5.4.2.44** At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination papers.
- 5.4.2.45** Invigilators should ensure that candidates are provided with the necessary examination requirements (e.g. scripts, tables). Candidates are permitted to do rough work on the inside covers of the answer scripts on the understanding that this is crossed out at the end of the examination.
- 5.4.2.46** Invigilators should not stay in one place for too long. They should move around and strategically observe candidates.
- 5.4.2.47** Random checks of answer books should be done to search for unauthorized materials which may be hidden within the answer books.
- 5.4.2.48** (i) Invigilators shall have the power to confiscate any unauthorised book, manuscript, or other aid brought into the examination room, and shall expel from the examination room any candidate who contravenes these regulations and shall report the matter in writing to the Examination Secretary

(ii) If an invigilator finds a candidate using unauthorized material, he/she should make sure that an assistant invigilator witnesses the incidence. The candidate should be made to sign on the material and sign a statement on the incidence immediately. The incidence should be reported to the Examination Secretary immediately together with all relevant evidences.

5.4.7 Instructions to Invigilators at the end of the Examination

5.4.2.49 No candidate(s) shall leave the examination room during the last 15 minutes of the time allocated for the examination except in cases of emergency.

5.4.2.50 At the end of the last 15 minutes, invigilators shall instruct the candidates to stop writing and hand in the examination scripts.

5.4.2.51 Invigilators must ensure that candidates sign against their registration numbers in the attendance sheet provided by the Examinations Secretary. The invigilator must sign the attendance sheet and hand it to the Examinations Secretary at the end of each examination session.

5.4.2.52 Invigilators shall hand over all extra examination papers to the Examinations Secretary.

5.4.2.53 All invigilators shall hand over all candidates' examination scripts to the Examination Secretary/Head of Academic Affairs of the respective training centre immediately after the end of the examination.

5.4.8 Marking and Release of End of Semester Examination Results

5.4.2.54 The examination scripts shall be marked by internal examiner who is the module instructor or by someone else appointed by the Head of the relevant Academic Department in consultation with the Deputy Rector Academics/Training Centre Director in case the former is unable to discharge that responsibility.

5.4.2.55 All examination scripts shall be marked and returned to the Examination Secretary/Head of Academic Affairs within the specified period of time together with summary of analysis of performance, students examination attendance sheet, soft and hard copies of students' scores and the marking scheme.

5.4.2.56 Internal examiners shall ensure that all examination scripts are marked, recorded in the score sheets and submitted to the Examination Secretary on time.

5.4.2.57 It is a serious case of negligence and misconduct for any person to lose or misplace examination script (s) during the examination process. Any person

who commits such negligence or misconduct shall be punished in accordance with the Institute Regulations.

5.4.2.58 Provisional results of candidates in every semester examination shall be released by the Examinations Secretary soon after Institute Examinations Board.

5.4.2.59 For the finalist students of Certificate, Diploma, Degree, Postgraduate Diploma and Master Degree programmes, release of the final results shall be subject to incorporating corrections, if any, in the Dissertation/Project Paper, special paper and passing the same.

5.4.2.60 Declaration of all examination results shall take place after the APC has approved the same.

5.5 PROCEDURES FOR APPEALS AND COMPLAINS

5.5.1 Procedures for Appeals and complains

5.5.1.1 Where a candidate is not satisfied with the decision taken under regulation 5.4.3.3 of these regulations, or is dissatisfied with the marking of his/her examination script, computation of marks or grades or for any other academic grounds, he/she may appeal to the EDAC.

5.5.1.2 All appeals must be lodged to the Examination Secretary before being submitted to the EDAC within fourteen (14) days from the date of release of provisional examination results.

5.5.1.3 All appeals must be accompanied by a non-refundable fee of TZS 20,000/= (twenty thousand Tanzanian shillings only) per module, which may be reviewed from time to time.

5.5.1.4 All appellants should fill in appeal form.

5.5.1.5 There will be no appeal for dissatisfaction of marking of special/supplementary examinations.

5.5.1.6 Where a candidate has any complain regarding his/her examination results, he/she is supposed to fill in the complaint form and attach evidences and submit it to the Head of Department for verification and action within fourteen (14) days from the date of release of provisional examination results. The Examination Secretary will be notified on the action taken for record purposes.

5.5.1.7 Any appeal or complain for any reason which will be lodged late will not be considered and will be dropped out completely.

5.6 PRESERVATION OF EXAMINATION SCRIPTS

5.6.1 Preservation of Examination Scripts

The Examination Secretary shall keep students' scripts in custody for one year after completion of his/her studies and after this time dispose them off in accordance to rules under the jurisdiction of the accreditation authority upon approval by APC.

5.7 PROGRESSION FROM YEAR TO YEAR AND POSTPONMENTS OF STUDIES

5.7.1 Bachelor Degree, Masters and Ordinary Diploma Programmes

5.7.1.1 A candidate shall be allowed to proceed to the next academic year after passing all the examinations for that National Technical Award (NTA) level. The minimum pass mark shall be 50% for Postgraduate Diploma, Ordinary Diploma and Certificate programmes; 40% for Bachelor and Masters Degrees. However, candidates who score 49.5 to 49.9% for Postgraduate Diploma, Ordinary Diploma and Certificate; 39.5 to 39.9% for Bachelor and Masters Degrees shall be rounded to 50% and 40%, respectively

5.7.1.2 A candidate must score at least 50% for Postgraduate Diplomas, Ordinary Diploma and Certificate, and 40% for Bachelor Degrees and Master Degree during end of semester examination. However, Masters Students shall be allowed to sit for end of semester examination after having at least 50% (i.e. "B" grade) of the continuous assessment. In addition, Masters Students shall have to score at least 50% of the end of semester examination otherwise they shall be required to do supplementary examinations.

5.7.1.3 A candidate who fails to meet the condition in regulation 23.2 shall be deemed to have failed the respective module.

5.7.1.4 A candidate who fails in some of the examined module(s) and has a GPA of 2 and above for all examined modules in the two semesters of the respective year of study excluding field and dissertation reports will be allowed to proceed to the next academic year and shall be required to pass the failed module(s) when the modules are next examined as supplementary examination. This applies for candidates of the first year of NTA level 7 only.

5.7.1.5 A candidate who fails in some of the examined module(s) and has a GPA less than 2 of all examined modules in an academic year, excluding field and dissertation reports, shall be allowed to repeat a year.

5.7.1.6 A candidate who has been discontinued from studies, or for any other reason(s) in the third year of study (for Bachelor Degrees) shall be awarded a Higher Diploma provided he/she has passed in all examined modules in NTA level 7.

5.7.1.7 A candidate who has been discontinued from, or for any other reason(s) in the second year of study (for Ordinary Diploma Courses) shall be awarded a Technical Certificate provided he/she has passed in all examined modules in NTA level 5

5.7.1.8 Supplementary examinations shall be held once each year prior to the commencement of the subsequent academic year.

5.7.1.9 The highest grade to be awarded in a supplementary examination shall be C (i.e. 50%, for Postgraduate Diploma, Diploma, Certificate programmes and C (i.e. 40% for Bachelor's Degrees). For Master's Degree Programmes the highest grade to be awarded in supplementary examination shall B (i.e. 50%)

5.7.1.10 A candidate who fails in supplementary examination shall be allowed to continue with the next academic year of the same NTA level and shall be required to re-sit for the failed module(s) during the supplementary session of the following academic year.

5.7.1.11 A candidate is allowed to do re-supplementary examination only once after failing in the supplementary examination. A candidate who fails in the re-supplementary examination will be required to repeat that particular module.

5.7.1.12 A candidate shall be allowed to repeat a year after failing to attain a GPA of 2 as stipulated in section 23.5 above only once in each NTA level, after which if he/she fails, he/she shall be discontinued from studies.

5.7.1.13 A candidate, who fails to attend supplementary/special examination with genuine reason, shall be allowed to continue with the next academic year and required to re sit for the failed module(s) during the supplementary/special examination session of the following year provided that it is in the same NTA level.

5.7.2 All Programmes

5.7.2.1 Coursework assessment in general cannot be supplemented and will not be carried over to supplementary examinations.

5.7.2.1 Special examination shall be regarded as a first sitting for a candidate who, for satisfactory reasons, was allowed by the Deputy Rector Academics/Director of Training Centre not to sit for the regular examinations.

5.7.2.2 Special examinations will be conducted during the time of supplementary examinations.

5.7.2.3 A candidate, who does not appear in special/supplementary examination with compelling reasons, shall be allowed to re-sit the modules when next examined in the next academic year, provided it is in the same NTA level.

5.7.2.4 The maximum time for which a Certificate, Diploma, Degree, Postgraduate Diploma and Masters student shall remain registered by the Institute is 2, 4, 6, 2 and 2 years, respectively.

5.7.3 Postponement of Studies

5.7.3.1 Permission for postponement of studies on compelling grounds shall be granted by the Deputy Rector Academic/Director of the Training Centre.

5.7.3.2 The maximum duration for postponement of studies for whatever reasons shall be one year for non-degree programmes and two years for degree programmes.

5.8 CLASSIFICATION OF CERTIFICATE, DIPLOMA, BACHELOR AND MASTER DEGREE

5.8.1 Final Classification

5.8.1.1 For the purpose of the final classification of Certificate, Diploma, Bachelor Degrees, Postgraduate Diploma and Masters at the Institute, a Five Point System shall apply in averaging final grades based on the raw marks.

5.8.1.2 The letter grades will be assigned points as follows:

Table 7: Classification of grades

NTA Level 4		NTA level 5-6		NTA Level 7-8		PGs		NTA Level 9		Definition
Score range	Grade	Score range	Grade	Score range	Grade	Score range	Grade	Score Range	Grade	
80-100	A	80-100	A	70-100	A	80-100	A	70-100	A	Excellent
70-79	B+	70-79	B+	60-69	B+	70-79	B+	60-69	B+	Very Good
60-69	B	60-69	B	50-59	B	60-69	B	50-59	B	Good
50-59	C	50-59	C	40-49	C	50-59	C	-	-	Average
0-49	F	0-49	F	0-39	F	0-49	F	0-49	F	Fail

Key: NTA = National Technical Awards PGs = Postgraduate Programmes

5.8.1.3 Approved courses given for each programme shall be appropriately weighted in terms of units as indicated in the curriculum.

5.8.1.4 To get the score for each subject multiply the raw mark by the weights in terms of units as indicated in the curriculum.

5.8.1.5 The total score for the programme shall be the total score for all subjects taken by the candidate computed as indicated in regulation 26.7.

5.8.1.6 The average score which is Graded Point Average (GPA) for all programmes shall be computed by dividing the total score by total weight in units.

5.8.1.7 Computation of the Grade Points for various programmes are as given hereunder.

5.8.1.8 Computation for Grade Points for NTA level 4, 5, 6 and Postgraduate Diploma Programmes

Range of Marks	Grade	Grade point	Equation for the Grade Point
80-100	A	4.4 – 5.0	$GP=0.03RM+2$
70-79	B+	3.5 - 4.3	$GP=0.09RM- 2.81$
60-69	B	2.7-3.4	$GP=0.0778RM -1.968$
50-59	C	2.0 -2.6	$GP=0.0667RM -1.335$
0-49	F	0 - 1.9	$GP=0.0388RM+ 0$

Key: *GP = Grade Point* *RM = Raw Marks*

5.8.1.9 Computation for Grade Points for Bachelor Degree programmes (NTA Level 7-8)

Range of Marks	Grade	Grade point	Equation for the Grade Point
70-100	A	4.4 - 5.0	$GP=0.02RM+3$
60-69	B+	3.5 - 4.3	$GP=0.0889RM-1.834$
50-59	B	2.7-3.4	$GP=0.0778RM -1.19$
40-49	C	2.0 -2.6	$GP=0.0667RM -0.668$
0-39	F	0 - 1.9	$GP=0.0487RM+ 0$

Key: *GP = Grade Point* *RM = Raw Marks*

5.8.1.10 Computation of Grade Points for Masters Programmes (NTA Level 9)

Range of Marks	Grade	Grade point	Equation for the Grade Point
70-100	A	4.4 - 5.0	$GP=0.02RM+3$
60-69	B+	3.5 - 4.3	$GP=0.0889RM-1.834$
50-59	B	2.7-3.4	$GP=0.0444RM+0.78$
0-49	F	0 - 2.9	$GP=0.0592RM+0$

Key: *GP = Grade Point* *RM = Raw Marks*

5.8.1.11 GPA computation shall be based on truncation to one decimal place.

5.8.1.12 The final classification shall be as follows:

Fist Class	A	(4.4- 5.0)
Upper Second	B+	(3.5- 4.3)
Lower Second	B	(2.7-3.4)
Pass	C	(2.0-2.6)
Fail	F	(<2.0)

5.8.2 Grading System and award Classification for Basic Technician Certificate in Community Development (NTA Level 4)

Grading System		
Score range	Grade	Definition
80-100	A	Excellent
65-79	B+	Good
50-64	B	Average
40-49	F	Below average
0-39	F	Failure
-	I	
-	Q	
Award Classification		
SN	Class Award	Cumulative GPA
1	First Class	3.5-4.0
2	Second Class	3.0-3.4
3	Pass	2.0-2.9
4	Failure	Below 2.0

Grading System and award Classification for Technician Certificate in Community Development (NTA Level 5)

Grading System		
Score range	Grade	Definition
80-100	A	Excellent
65-79	B	Good
50-64	C	Average
40-49	D	Below average
0-39	F	Failure
Classification of Award		
SN	Class Award	Cumulative GPA
1	First Class	4.4-5.0
2	Upper Second Class	3.5-4.3
3	Lower second Class	2.7-3.4
4	Pass	2.0-2.6

Grading System and award Classification for Ordinary Diploma in Community Development (NTA Level 6)

Grading System		
Score range	Grade	Definition
75-100	A	Excellent
65-74	B+	Very Good
55-64	B	Good
45-54	C	Average
35-44	D	Below average
0-34	F	Failure
-	I	Incomplete
-	Q	Disqualified
Classification of award		
SN	Class Award	Cumulative GPA
1	First Class	3.5-4.0
2	Second Class	3.0-3.4
3	Pass	2.0-2.9
4	Failure	Below 2.0

5.9 RESEARCH PROJECT, PROJECT PAPER, AND SPECIAL PAPER

5.9.1 Research Project/Project Paper/Special Paper

5.9.1.1 At the end of second semester of the last academic year, there shall be Research project for students of Bachelor degrees and Postgraduate diploma programmes. The research project will last for eight weeks; four weeks in the field and four weeks for data processing, analysis and dissertation writing.

5.9.1.2 Students enrolled in Ordinary diploma programme shall write project paper at the end of second year whereas students undertaking certificate programmes shall write special paper at the end of second semester.

5.9.1.3 Each student shall be required to produce a comprehensive paper on an aspect of respective programme of study identified at the end of first semester. The paper should have pages between sixty (60) and eighty (80) for Postgraduate Diploma; forty (40) to sixty (60) for Bachelor Degrees, and fifteen (15) to thirty (30) for Certificate and Diploma excluding appendices and spacing should be 1.5 typed on A4 size paper, 12 font size and Times New Roman Font Type. The report will carry 80% for Postgraduate Diploma and Bachelor Degree and 45% for Ordinary diploma and Certificate.

5.9.1.4 Each student will be assigned a supervisor to assist him/her in his/her Research Project/Project Paper/Special Paper. No student shall be allowed to change a

supervisor without consent of the secretary of the research committee of the respective Department.

5.9.1.5 A candidate who dares to change supervisor without the consent of the secretary of the research committee in the respective department shall be deemed to have failed and will be discontinued from studies.

5.9.1.6 For students of Master Degree programmes:

5.9.1.6.1 Field research will be done in the second year of the study. The field research will consist of 24 weeks and will carry 60 credits.

5.9.1.6.2 A student will decide in consultation with the research supervisors about the topic of his/her research. Preferably, the topic should originate from student's own research interests but in keeping with the Institute of Rural Development Planning priority research themes.

5.9.1.6.3 The students will be required to prepare, present, and defend their research proposals.

5.9.1.6.4 The research proposals shall be approved by Postgraduate Studies Committee before the students are allowed to proceed for data collection.

5.9.1.6.5 The normal duration for data collection and writing of dissertation is six months. However, under special circumstances, a student can apply for extension to the Postgraduate Studies Committee.

5.9.1.6.6 The maximum period for extension shall not exceed six months. In addition, students will be required to pay TZS. 30,000 as extension charges per month. It should be noted that the extension fee may change from time to time.

5.9.1.6.7 Unless applications for extension have been made and approved by Postgraduate Studies Committee, failure of the student to complete the Master's programme within the specified period shall lead to his/her discontinuation from the study.

5.9.2 Dissertation Defence and Presentation

5.9.2.1 Master Degree Programmes

- (i) Two months before submitting a dissertation, a candidate has to give a notice of intention to submit the dissertation for examination by filling an intention to submit.
- (ii) When the supervisor is satisfied with the structure and standard of the work, permission will be given for the dissertation to be prepared as a manuscript, copied and soft bound for submission.
- (iii) Every dissertation submitted for examinations must comply with the format and guideline developed by IRDP.

- (iv) Every dissertation submitted shall be examined by at least two examiners; one of the examiners must be external to the Institute and other one must be the supervisor(s) of the candidate or a competent academic member of IRDP
- (v) The examiners shall be required to submit their reports about the dissertation within a maximum period of one month from the date of receipt. If the reports are not received within two months new examiners shall be appointed.
- (vi) Each examiner shall be required to summarize his report about the dissertation with definite recommendation or one of the following actions: -
 - a) The degree be awarded to the candidate unconditionally.
 - b) The degree be awarded subject to typographical correction/minor revisions
 - c) The degree not be awarded but the candidate be allowed to revise and resubmit his/her dissertation for re-examination after one or more of the following: -
 - (1) Additional Data Collection
 - (2) Additional analysis
 - (3) Additional Literature Review
 - (4) Rewriting
 - (5) Other reasons as may be determined by the examiners.
 - d) The dissertation is rejected outright.
- (vii) Final submission of dissertation will be done after defences and when the student has properly incorporated comments made during the defence and from the examiners
- (viii) A dissertation recommended for re-writing must be re-submitted within 6 months.
- (ix) Where the examiners are not in agreement in the overall recommendations, the Postgraduate Studies Committee shall examine the case and recommend one of the following actions:
 - a) The recommendation of the External Examiner (s) be adopted.
 - b) An additional independent examiner be appointed
 - c) The relevant department be requested to establish a panel from amongst the experts available to examine the candidate orally
- (x) Submission of the corrected dissertation shall be within three months after approval of results by Postgraduate Studies Committee
- (xi) Failure of the candidate to re-submit a corrected dissertation within three months since the date the candidate received the letter instructing him/her to incorporate corrections shall lead to discontinuation from studies.
- (xii) Candidates are free to appeal to APC against any decision regarding the award of Master degree made by the Institute Examiners Board.
- (xiii) The final decision on the award of Master Degree shall be made by APC after receiving recommendations from Postgraduate Studies Committee

5.9.3 Postgraduate Diploma Programmes

- (a) Each Postgraduate student shall be required to defend his/her dissertation before the selected juries, which will include internal and external examiners

- (b) No postgraduate student shall be allowed to appear for his/her dissertation defence until the examiner certify that the work is worth defending
- (c) A candidate who shall not appear in defence session with a compelling reason shall be required to present/defend his/her work when the juries sit in the next academic year
- (d) A candidate who absconds from defending his/her work shall be discontinued
- (e) The defence shall carry 20% of the total marks whereby a candidate should score at least 50% of the total defence marks
- (f) Unsatisfactory defence of dissertation for the second attempt shall render a candidate liable for discontinuation from studies subject to approval by the APC

5.9.4 Bachelor Degree Programmes

- (a) Each Bachelor Degree student shall be required to present his/her dissertation /research work to the selected juries before submission
- (b) No Bachelor Degree student shall be allowed to appear for his/her dissertation/research work presentation until examiner certify that the work is worth presenting
- (c) A candidate who shall not appear in presentation session with compelling reasons shall be required to present/defend his/her work when the juries sit in the next academic year
- (d) A candidate who absconds from defending his/her work shall be discontinued
- (e) The presentation for Bachelor Degree students shall carry 20% of the total marks whereby a candidate should score at least 40% of the total defence marks.
- (f) Unsatisfactory second presentation of the dissertation shall render a candidate liable for discontinuation from studies subject to approval by the APC

5.9.5 Dissertation/Research Project/Project Paper/Special Paper for each programme should be student's own original work; copying from other people's work without acknowledging shall be considered a case of plagiarism.

5.9.5.1 Where there is evidence of plagiarism the provisions of regulation 15.4 above shall apply.

5.9.5.2 The highest grade to be awarded to a candidate who repeated the whole research process shall be "C" (i.e. 50%) (i.e. 50% for PGDs, DDPs and BTCRP and 40% for BDs). However, for Master Degree shall be B (i.e. 50%).

5.9.5.3 A candidate who fails in Dissertation/Research Project/Project Paper/Special Paper for each programme (not by plagiarism) shall be allowed to supplement. Supplementary may be re-writing the whole research paper or part of it as may be decided by the Institute's Board of Examiners.

- 5.9.5.4** The maximum pass mark for supplementary shall be C (i.e. 50% for PGDs, NTA level 4 to 6), 40% for NTA level 7 to 8 and B i.e. 50% for NTA level 9).
- 5.9.5.5** With exception of Master degree students; if one of the examiners awards the candidate less than C, an independent reviewer shall remark and his/her mark will be considered as final result.
- 5.9.5.6** In case both examiners give marks that fall within grade C and above with the variation of 20 marks and above, the marks for the external examiners shall prevail.
- 5.9.5.7** The period allocated for supplementary of Research Project/Project Paper/Special Paper for each programme shall not exceed two months. This “period” is hereby called “supplementary extension”. A candidate who fails to meet the deadline for submission of his/her dissertation shall have to graduate in the next academic year.
- 5.9.5.8** For Postgraduate diploma and Bachelor degree candidates who find it difficult to meet the deadline for research project submission shall be allowed to ask for an extension. This kind of extension is hereby called “voluntary extension”. The time allowed for voluntary extension shall not exceed two months. The procedures for voluntary extension shall be as follows:
- a) A candidate shall fill in an extension request form one week before the submission deadline
 - b) The extension request form shall be accompanied with a fee of 30,000/= per month which may be reviewed from time to time
 - c) A candidate shall be required to fill in a form to express his/her intention to submit his/her dissertation one week before the elapse of the extension period. There shall be no more extension (whether voluntary or supplementary) after the candidate has been allowed an extension of two months period. A candidate who fails to submit his/her dissertation within the voluntary or supplementary extension period shall be required to graduate the next academic year

5.10 SPECIFIC RULES OF ASSESSMENT

5.10.1 Specific Rules of Assessment

5.10.1.1 Postgraduate Diploma Courses

In accordance with the examination regulations of the Institute, Postgraduate students shall be assessed in the following: -

Seminar contributions; writing of essays; class tests; end of semester examination; studio work; and research Project.

(a) Seminar Contributions

Each student shall be expected to present to the class at least one but not more than 4 seminar topics per subjects in a semester. To obtain the desired level of material and analytical input, topics will be assigned to students at least one week before the respective seminar session. The contribution, presented verbally to the course participants, should take 20 to 30 minutes and should be

handed over to the respective Lecturer in written form consisting of 10 to 15 double spaced typed pages. The assessment shall include an evaluation of:

- (i) Clarity and ability to expression,
 - (ii) The content of the paper and systematization in presentation.
- (b) **Essays:**
In addition to the seminar contributions, each student will be required to produce one essay per semester for each subject taught, which should consist of about 20 pages (excluding bibliography and table of contents). For each subject, Lecturer will prepare 2 essay topics related to his/her subject and the student will be given at least four (4) weeks to prepare the respective essays during the respective semester.
- (c) **Class tests (Mid test):**
In every subject taught during academic year, there shall be two class tests per module/subject in each semester. Timing of class tests will be two hours
- (d) **End of semester examination:**
At the end of each semester, student has to answer a specified number of questions for different modules taught in the respective semester.
- (e) **Studio work:**
Each student shall be required to undertake a studio work each semester. The studio work is designed to impart skills on the practical process of planning which is about linking knowledge to action or theory to practice at the end of which each student will prepare and present a plan document related to the planning skills covered.
- (f) Apportioning of marks

(i) Theoretical part

Seminars	10%
Essays/Assignment	10%
Class tests	30%
End of Semester Examinations	50%
TOTAL	100%
Pass mark is 50%	

(ii) Studio Work

Semester I Studio work report	40%
Semester I Studio work presentation	10%
Semester II Studio work report	40%
Semester II Studio work presentation	10%
TOTAL (Studio work)	100%
Pass mark is 50%	
Research project report	80%
Research project defence	20%
TOTAL	100%
Pass mark is 50%	

5.11 Bachelor Degree Programmes

The following rules shall be observed: -

- (a) In the case of full units for every subject taught during the academic year, there shall be at least two written assignments, two class tests in each semester and an examination at the end of each semester. All tests and end of semester examinations shall be centrally administered by the Institute.
- (b) Each student will be assigned a specified task on which it will be marked as his/her contribution to studio work.
- (c) Every student shall be required to submit a research paper conducted independently under the supervision of a member of the academic staff at the end of the course as stipulated under section 17.
- (d) **Apportionment of marks:**

(i) Theoretical part

Each academic assessment carries a maximum of 100 per cent, course work (class assignments and class tests) will carry a maximum of 40 per cent, and end of semester examination will carry the maximum of 60 per cent. The breakdown will thus be as follows:

Class tests	25%
Class assignments and quizzes	15%
End of semester examinations	60%
TOTAL	100%
Pass mark is 40%	

(ii) Studio Work

The practical aspect of the course will comprise of studio work, field attachments and research project at the end of third year. Each year the practical work assessment will carry a maximum of 100 per cent. The breakdown will thus be as follows:

Semester I	
Class Assignment/ Presentation/quizzes	15%
Class Test	25%
End of Semester Examination	60%
TOTAL	100%
Pass mark is 40%	

Semester II	
Class Assignment/Presentation Quizzes	15%
Class Test	25%
End of Semester Examination	60%

TOTAL	100%
Field work for District Social Economic profile	20%
▪ Student's participation in the field	20%
▪ Field report presentation	60%
▪ Final Report	100%
Total	
Pass mark is 40%	

Semester III	
Class Assignment/Presentation quizzes	15%
Class Test	25%
End of Semester Examination	60%
TOTAL	100%
Pass mark is 40%	

Semester IV	
Class Assignment/Presentation	15%
Class Test	25%
End of Semester Examination	60%
TOTAL	100%
Field Attachment	
▪ Assessment by field immediate supervisor at work place	20%
▪ Assessment of field supervisor from the institute	20%
▪ Field attachment report	60%
Total	100%
Pass mark is 40%	

Semester V	
Class Assignment/Presentation quizzes	15%
Class Test	25%
End of Semester Examination	60%
TOTAL Pass mark is 40%	100%
Semester VI	
Class Assignment/Presentation quizzes	15%
Class Test	25%
End of Semester Examination	60%
Dissertation	100%
Pass mark is 40%	

5.11.1 Technician Certificate and Ordinary Diploma

5.11.1.1 Theoretical part:

Each academic assessment carries a maximum of 100 percent; course work (class assignments and class tests) shall carry a maximum of 50 percent and end of semester examination shall carry the maximum of 50 per cent as follows: -

Class tests	30%
Class/quiz Assignments	20%
End of Semester Examinations	50%
TOTAL	100%
Pass mark is 50%	

5.11.1.2 Studio Work:

The practical aspect of the course will comprise of studio work/field work and project paper at the end of second year. Each semester, the practical work assessment will carry a maximum of 100 per cent. The breakdown will be as follows:

Semester I

Class Assignment/Presentation/quizzes	20%
Class Test	30%
End of Semester Examination	50%
TOTAL	100%

Semester II

Class Assignment/Presentation	20%
Class Test	30%
End of Semester Examination	50%
TOTAL	100%

Semester III

Class Assignment/Presentation	20%
Class Test	30%
End of Semester Examination	50%
TOTAL	100%

Semester IV

Class Assignment/Presentation/ Quizzes	20%
Class Test	30%
End of Semester Examination	50%
TOTAL	100%

Practical Work 100%

Presentation	20%
Field Attachment report	35%
Project Paper	45%
TOTAL	100%

5.11.2 Basic Technician Certificate

The following rules shall be observed: -

- (a) In the case of full units for every subject taught during the academic year, there shall be at least two written assignments, two class tests in each semester and an examination at the end of the semester. All end of semester examinations shall be centrally administered by the Institute.
- (b) Each student will be assigned a specified task on which it will be marked as his/her contribution to studio work.
- (c) Every student shall be required to submit a special paper conducted independently under the supervision of a member of the academic staff at the end of the course as stipulated under regulation 29.

Apportionment of marks:

i) Theoretical part:

Each academic assessment carries a maximum of 100%; course work (class assignments and class tests) shall carry a maximum of 40% and end of semester examination shall carry the maximum of 60% as follows: -

Class tests	30%
Class Assignments/quizzes	20%
End of Semester Examinations	50%
TOTAL	100%
Pass mark is 50%	

ii) Studio Work:

The practical aspect of the course will comprise of studio work and field attachment at the end of the second semester. The assessment will be as follows:-

Semester II	
Class assignment/ presentation	20%
Class test	30%
End of semester examination	50%
TOTAL	100%
Special paper	100%
Pass mark is 50%	

Practical Work

Presentation	20%
Field Attachment report	35%
Special Paper	45%
TOTAL	100%

5.12 AWARDS

The Institute Examiners Board, after being satisfied that a candidate has attained the standard required under relevant regulations for the award of a Basic Technician certificate, Technician certificate, Ordinary diploma, Bachelor degree, Postgraduate Diploma or Master Degree programme shall recommend to the APC that such a Basic Technician certificate, Technician certificate, Ordinary diploma, Bachelor degree, Postgraduate Diploma or Master Degree programme be conferred upon such a successful candidate.

5.12.1 ISSUANCE OF CERTIFICATE AND TRANSCRIPTS

5.12.1.1 The Institute's Governing Council shall issue certificates for Basic Technician certificate, Technician certificate, Ordinary diploma, Bachelor degree, Postgraduate Diploma or Master Degree programme or other award to such candidates as shall be declared to have satisfied the Board of Examiners and subject to approval by the APC and shall have been recommended to the Governing Council for the conferment, a grant of such Basic Technician certificate, Technician certificate, Ordinary diploma, Bachelor degree, Postgraduate Diploma or Master Degree programme or other award.

5.12.1.2 Any finalist Student with a desire of obtaining a transcript(s) shall submit an application for the transcript(s). A clearance form and two electronic passport size photographs and payment of TZS 10,000/= shall be required for preparation of the transcript. For continuing students, TZS 5,000/= shall be required for preparation of statement of results. This amount may be reviewed from time to time.

5.12.2 Loss of Academic Certificate

The Institute may issue another copy in case of loss, or total or partial destruction of the original certificate or academic transcript on conditions that:

5.12.2.1 The applicant produces a sworn affidavit;

(a) The certificate so issued shall be marked "COPY", across it;

(b) The replacement certificate shall not be issued until 6 months after reporting the loss to the Institute;

(c) The applicant must produce evidence that the loss had been adequately publicly announced, including a written report from the Police;

(d) A fee of TZS. **50,000/=** shall be charged, for the copy of the certificate issued.

6.0 COURSE STRUCTURE FOR LONG TERM PROGRAMMES

6.1 Basic Technician Certificate in Rural Development Planning (BTCRP)

The course is intended mainly for in-service and pre-service officers in Government Departments, Parastatals, Private and Non-Governmental Organizations concerned with Development Planning and Management. Its duration is one year, divided into two semesters. The details for running the programme are as indicated in the Table below

Operationalization System for BTCRP programme

Semester 1		
Intake	No. of Weeks	Remarks
BTCRP	17 Weeks	BTCRP students will attend normal classes for 15 weeks. After the end of the first semester examinations, BTCRP students go for field attachment in places of their choice for 16 weeks under supervision of academic staff from the Institute.
Semester 2		
BTCRP	17 Weeks	After the end of the field attachment, BTCRP students will resume classes for 17 weeks. They will continue with normal class session and writing Special Papers based on data collected during the respective field attachment under the supervision of lecturers.

6.1.1 Field work

In order for the BTCRP students acquire required knowledge and skills; there will be the 10 days field practical with the aim of:

- Imparting knowledge and skills on the application of participatory tools / techniques
- Prepare a village participatory development plan.

6.1.2 Module Organization

Semester 1			
Code	Module Name	Contact Hours	Total Credits
RPTR4101	Basic Principles of Economics	96	12
PDTP 4101	Basic Mathematics & Statistics	96	12
PDTP 4102	Basic Elements of Rural Sociology	64	8
DFTA4105	Communication Skills	64	8
RPTR4102	Introduction to Development Planning	64	8
DFTA 4106	Introduction to Local Government Finance Management	64	8
RPTR 4103	Introduction to Gender & Development	64	8
DFTA4101	Development Studies	32	4
RPTR4104	Studio Work I	64	8
Semester II			
EPTE 4201	Basic Elements of Environment and Development	96	12
RPTR4202	Introduction to Project Planning and Management	64	8
RPTR4203	Introduction to Rural Development	64	8
DFTA 4202	Computer Applications I	64	8
DFTA4204	Book Keeping	32	4
DFTA4203	Introduction to Enterprise Development & Entrepreneurship	96	12
DFTA 4205	Introduction to Development Management & Public Administration	64	8
RPTR4205	Studio Work II	64	8
RPTR 4206	Field Work	100	14

6.2 Basic Technician Certificate in Development Administration and Management (BTC DAM)

The course duration is one academic year divided into two semesters each 17 weeks.

6.2.1 Field work

In order for the BTC DAM students acquire required knowledge and skills; there will be the 10 days field practical with the aim of:

- Imparting knowledge and skills on the application of participatory tools / techniques
- Prepare a village participatory development plan.

Semester One

Module Code	Module Name	Contact Hours	Total Credits
DFTA4101	Development Studies	64	8
DFTA4102	Computer Applications	64	8
DFTA4103	Principles of Financial Accounting	96	12
DFTA4104	Practical/ Studio Work	64	8
DFTA4105	Communication Skills	64	8
RPTR4101	Basic Principles of Economics	96	12
PDTP4101	Basic Mathematics and Statistics	96	12

Semester Two

Module Code	Module Name	Contact Hours	Total Credit
DFTA4201	Basic Principles of Development Management	64	8
DFTA4202	Entrepreneurship and Small Business Management	64	8
DFTA4203	Basic Principles of Laws and Governance	64	8
DFTA4204	Office Management Skills	64	8
DFTA4205	Gender, HIV/AIDS, Environment and Development	64	8
DFTA4206	Studio/Special Paper Writing Skills	96	12
DFTA4207	Basic Principles of Project Development and Implementation	64	8

6.3 Basic Technician Certificate in Community Development (BTCCD)

The course duration is one academic year divided into two semesters each 17 weeks.

6.3.1 Field work

In order for the BTCCD students acquire required knowledge and skills; there will be the 10 days field practical with the aim of:

- Imparting knowledge and skills on the application of participatory tools / techniques
- Prepare a village participatory development plan.

Semester One

Module Code	Module Name	Contact Hours	Total Credits
GST 04101	Introduction to Adult Learning	64	10
CDT 04102	Introduction to Gender and Development	64	10
CDT 04103	Introduction to Conflict Management and Negotiation Skills	64	10
CDT 04104	Introduction to Community Development	64	10
CDT 04105	Introduction to Sociology	64	10
CDT 04106	Introduction to Communication Skills	64	10
CDT 04107	Introduction to Development Economics	64	10

Semester Two

Module Code	Module Name	Contact Hours	Total Credits
CDT 04208	Entrepreneurship Skills and Development	64	10
GST 04209	Introduction to Computer Application and Operational Research	64	10
GST 04210	Introduction to HIV/AIDS and Nutrition	64	10
CDT 04211	Introduction to Gender Based Violence	64	10
GST 04212	Civic Education	64	10
GST 04213	Elementary Book Keeping	64	10
GST 04214	Home Economics and Appropriate Technology	64	10
GST 04215	Field Training Practical	64	10

6.4 Ordinary Diploma in Development Planning (DDP)

The Ordinary Diploma Course in Development Planning is intended for persons who will assist in conducting research, coordinating planning activities, designing and preparing development plans, monitoring and evaluation of plan implementation.

After completing this course, the graduates are expected to be competent in the application of skills and knowledge in a broad range of development planning activities most of which are non-routine.

6.4.1 Year One (NTA Level 5)

Semester One Modules

Module Code	Module Name	Contact Hours	Total Credits
RPTD 5101	Principles of Development Planning	96	12
RPTD5102	Basic Principles of Micro Economics	64	10
PDTS 5101	Introduction to Mathematics and Statistical Methods	64	10
DFTA 5101	Communication Skills	64	10
DFTA 5102	Computer Application I	64	10
PDTS 5102	Introduction to Sociology	64	10
RPTD 5103	Studio work	64	10

Semester Two Modules

Module Code	Module Name	Contact Hours	Total Credits
DFTA 5201	Development Studies I	32	5
EPTE 5201	Introduction to Natural Resource Management	64	10
RPTD 5201	Agricultural Development Planning	64	10
RPTR 5202	Project Planning and Management	64	10
PDTS 5201	Introduction to Social Science Research Methods	64	10
RPTD5202	Practical Work I / Studio	64	10

6.4.2 Year Two (NTA Level 6)

Semester One Modules

Module Code	Module Name	Contact Hours	Total Credits
RPTD 6101	Introduction to Macro Economics	64	10
DFTA 6108	Rural Finance Planning and Management	64	10
DFTA6107	Computer Application II	64	10
DFTA 6102	Introduction to Development Administration and Management	64	10
PDTS 6101	Introduction to Population and Development	64	10
EPTE 6101	Introduction to Land Use Planning and Management	64	10
RPT06102	Studio work I	64	10

Semester Two Modules

Module Code	Module Name	Contact Hours	Total Credits
DFTA 6201	Entrepreneurship and Business Planning	64	10
DFTA 6202	Administrative Skills	64	10
DFTA 6207	Development Studies II	32	4
EPTE 6202	Environment and Development	64	10
DFTA 6204	Principles of Government Accounting	64	10
RPTD 6203	Studio work II	64	10
RPTD 6204	Project Paper	64	10

6.5 Ordinary Diploma in Development Administration and Management (DDAM)

6.5.1 Year One (NTA Level 5)

Semester One Modules

Module Code	Module Name	Contact Hours	Total Credits
RPTD5103	Basic Principles of Economics	64	10
PDTS5101	Mathematics and Statistical Methods	64	10
DFTA5101	Communication Skills	64	10
DFTA5102	Computer Applications I	64	10
PDT05102	Introduction to Sociology and Good Governance	64	10
DFTA5103	Studio: Baseline Data Collection Techniques I	64	10

Semester Two Modules

Module Code	Module Name	Contact Hours	Total Credits
DFTA5201	Development Studies	64	10
DFTA5203	Community Behaviour and Leadership	64	10
DFTA5204	Basic Principles of Project Planning and Management	64	10
DFTA5205	Studio: Baseline Data Collection Techniques II	64	10
DFTA5206	Field Attachment	64	10

6.5.2 Year Two (NTA Level 6)

Semester One Modules

Module Code	Module Name	Contact Hours	Credit Hours
DFTA6101	Introduction to Human Resource Planning and Management	64	10
DFTA6102	Basic Principles of Management and Governance	64	10
DFTA6103	Studio I: Basic Development Planning Techniques	96	12
DFTA6104	Basic Decision-Making Principles and Techniques	64	10
DFTA6105	Basic Principles of Business Planning	64	10
DFTA6106	Introduction to Public Sector Management	64	10

Semester Two Modules

Module Code	Module Name	Contact Hours	Credit Hours
DFTA6201	Introduction to Social Science Research Methods	64	10
DFTA6202	Entrepreneurship Skills	64	10
DFTA6203	Administrative Skills	64	10
DFTA6204	Basic Principles of Laws	64	10
DFTA6205	Principles of Government Accounting	64	10
DFTA6206	Studio II: Methods of Development Administration and Management	96	12

6.6 Ordinary Diploma in Community Development (DCD)

6.6.1 Year One (NTA Level 5)

Semester One Modules

Module Code	Module Name	Contact Hours	Credit Hours
GST 05101	Adult Learning	64	10
CDT05102	Sociology	64	10
GST 05103	Statistics	64	10
CDT 05104	Community Development	64	10
CDT 05105	Research Methods	64	10
GST 05106	Communication Skills	64	10
CDT 05107	Development Economics	64	10

Semester Two Modules

Module Code	Module Name	Contact Hours	Credit Hours
CDT 05208	Entrepreneurship Skills	64	10
GST 05209	Information and Communication	64	10
GST 05210	HIV/AIDS and Nutrition	64	10
GST 05211	Management and Administration	64	10
CDT 05212	Management of Community Development Programmes	96	12
GST 05213	Book keeping	64	10
CDT 05214	Child Rights and Development	64	10
GST 05215	Field Practical Training	96	12

6.6.2 Year Two (NTA Level 6)

Semester One Modules

Module Code	Module Name	Contact Hours	Credit Hours
GST 06101	Communication Skills II	64	10
CDT 06102	Participatory Planning	64	10
CDT 06103	Demography	64	10
GST 06104	Law	64	10
CDT 06105	Development Studies	64	10
GST 06106	Accountancy	64	10
CDT 06107	Research Methodology II	96	12

Semester Two Modules

Module Code	Module Name	Contact Hours	Credit Hours
CDT 06208	Gender and Development	64	10
GST 06209	Management of Community Development Programmes	96	12
CDT 06210	Project Planning and Management	96	12
GST 06211	Environmental Studies	64	10
GST 06212	Community Health	64	10
GST 06213	Social Change	64	10
GST 06214	Field Practical Training	96	12

6.7 Bachelor Degree in Regional Development Planning (BDRP)

The general objective of the Bachelor Degree course in Regional Development Planning is to impart knowledge to students on regional planning. Specifically, it intends to: equip students with skills of conducting research on regional development issues; enable students facilitate preparation of regional development plans; equip students with skills of coordination and implementation of regional development plans; enable students monitor plan implementation and to enable students correlate practice with policy tenets pertaining to sustainable regional development and poverty reduction.

Upon completion of this course, the graduates are expected to be competent in the application of knowledge and skills in a wide range and unpredictable variety of contexts in Regional Development Planning with substantial personal responsibility and responsibility for the allocation of resources at various spatial levels. Moreover, the graduates are expected to be responsible for policy formulation, planning, execution, monitoring and evaluation of projects/programmes related to rural sector development. The course duration is three years.

Modules by Semester

Semester One (Year One)

Module Code	Module Name	Contact Hours	Total Credits
RPUE7101	Micro - Economics	64	10
RPUR7102	Studio Work I: Baseline Data Collection	64	10
RPUR7101	Regional Development Planning	64	10
DFUD7101	Communication Skills	64	10
DFUD7102	Development Studies I	64	10
DFUD7104	Computer Applications	64	10
PDUP7102	Introduction to Mathematics and Statistics	96	12
EPUE 7101	Environment and Development	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
RPUE7201	Macro Economics	64	10
RPUR7201	Rural Sociology	64	10
EPUE7203	Settlement Planning	64	10
EPUE7204	Remote Sensing and Geographical Information	64	10
RPUR7202	Studio Work II: Socio-Economic Profile-Regional	64	10
RPUR7203	Field Practical Training –Regional	80	16

Semester Three (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
RDUP7302	Applied Statistics I	96	12
DFUD7303	Development Studies II	64	10
RPUR7301	National Development Planning	64	10
EPUU7302	Transport Planning & Management	64	10
RPUR7304	Project Planning & Management	64	10
RPUR7303	Studio work III: LGA Planning Tools	64	10

Semester Four (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
DFUD7103	Financial Accounting	64	10
DFUD7206	Financial Management I	64	10
DFUH7101	Principles and Practice of Management	64	10
PDUP7203	Social Development Planning	64	10
PDUP7405	Applied Social Science Research	64	10
DFUD7404	Entrepreneurship and Small Business Management	64	10
RPUR7401	Studio Work IV: Sectoral Planning	64	10
RPUR7402	Field Practical Training – Regional	80	10
Electives Modules			
DFUD7408	Rural Investment Planning	64	10
EPUE7401	Environmental Impact Assessment	64	10

Semester Five (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
PDUP8103	Applied Statistics II	96	12
RPUR8101	Regional Planning Techniques	64	10
EPUU8204	Urbanization and Development	64	10
EPUE8106	Natural Resources and Land Use Planning	64	10
RPUR8102	Industrial Development Planning	64	10
DFUD8105	Principles of Laws	64	10
RPUR8103	Studio Work I: Integrated Development Planning	64	10

Semester Six (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
RPUR8201	Agricultural Development Planning	64	10
DFUH7205	Human Resource Planning and Management	64	10
RPUR8202	Studio work II: Strategic Planning	64	10
RPUR8203	Research Project-Regional	100	19
Elective Modules			
PDUP8201	Population and Poverty Analysis	64	10
RPUR8204	Development Policy Analysis	64	10

6.8 Bachelor Degree in Environmental Planning and Management (BDEPM)

This course is intended for candidates who will conduct research, coordinate planning activities, design and prepare environmental related development plans/programmes/projects, prepare policies and perform monitoring and evaluation of plan/projects/programmes.

After completing this course, the graduates are expected to be competent in the application of knowledge and skills in a wide range and unpredictable situations on Environmental Planning and Management with substantial personal responsibility in the allocation of resources at various spatial levels. Moreover, the graduates are expected to be competent in policy formulation, planning, execution, monitoring and evaluation of projects/programme related to environment and development

Modules by Semester**Semester One (Year One)**

Module Code	Module Name	Contact Hours	Total Credits
EPUE 7101	Environment and Development	64	10
EPUE 7102	Studio Work I (Baseline Data Collection Techniques-environment)	64	10
RPUE 7104	Principles of Economics	64	10
PDUP 7102	Introduction to Mathematics	96	12
DFUD 7101	Communication Skills	64	10
DFUD 7102	Development Studies I	64	10
DFUD 7104	Computer Applications	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
EPUE 7201	Environmental Sociology	64	10
EPUE 7202	Land use Planning	64	10
EPUE 7203	Settlement Planning	64	10
EPUE 7204	Remote Sensing and Geographical Information System	64	10
EPUE 7205	Studio Work II (Data collection methods)	64	10
EPUE 7207	Field Practical Training (Environment)	80	16
EPUU 7202	Planning Theory and Practice	64	10
EPUE 7206	Environmental Health and Sanitation	64	10

Semester Three (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
EPUE 7301	Gender and Environment	32	5
EPUE 7302	Environmental Pollution and Control	64	10
EPUE 7303	Studio Work III (land Use Planning)	64	10
EPUU 7302	Transport Planning and Management	64	10
PDUP 7302	Applied Statistics I	96	12
DFUH 7101	Principles and Practice of Management	64	10
DFUD 7302	Development studies II	64	10
DFUD 7404	Entrepreneurship and Small Business Management	64	10
RPUR 7304	Project Planning and Management	64	10

Semester Four (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
EPUE 7401	Environmental Impact Assessment	64	10
EPUE 7402	Natural Resources Planning and Management	64	10
EPUE 7403	Poverty and Environment	64	10
EPUE 7304	Environmental Ecology and Livelihood	64	10
EPUE 7405	Studio Work IV (Application of Remote Sensing & GIS in Land use)	64	10
EPUE 7406	Field attachment-Environment	80	16
RPUR 7403	Development Planning Techniques	64	10
PDUP 7405	Applied Social Science Research	64	10
Elective Modules			
DFUD 7103	Financial Accounting	64	10
DFUD 7206	Financial Management I	64	10

Semester Five (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
EPUE 8101	Environmental economics	64	10
EPUE 8102	Principles of Environmental Planning and Management	64	10
EPUE 8103	Urban Development and Environmental Management	64	10
EPUE 8104	Principles of Urban Planning Scheme and Development Control	64	10
EPUE 8105	Studio Work I (Environmental Impact Assessment)	64	10
PDUP 8103	Applied Statistics II	96	12
PDUP 8104	Disaster Management	64	10

Semester Six (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
EPUE 8201	Climate Change and Variability	64	10
EPUE 8202	Environmental Policy Analysis	64	10
EPUE 8203	Environmental Communication and Education	64	10
EPUE 8204	Studio Work II (Environmental Auditing)	64	10
EPUE 8205	Environmental Law	64	10
EPUE 8206	Research project- Environment	100	19
Elective Modules			
RPUR 8201	Agricultural Development Planning	64	10
RPUR 8102	Industrial Development Planning	64	10

6.9 Bachelor Degree in Population and Development Planning (BDPP)

This course is intended for persons who will conduct research, coordinate planning activities, design and prepare development plans with population related programmes/projects, prepare policies and perform monitoring and evaluation of plan implementation.

After completing this course, the graduates are expected to be competent in the application of knowledge and skills in a wide range and unpredictable variety of contexts in Population and Development Planning with substantial personal responsibility for the allocation of resources at various spatial levels. Moreover, the graduates are expected to be responsible for policy formulation, planning, execution, monitoring and evaluation of projects/programme related to population and development.

Modules by Semester
Semester One (Year One)

Module Code	Module Name	Contact Hours	Total Credits
PDUP 7101	Introduction to Population Studies	64	10
RPUE7101	Microeconomics	64	10
PDUP 7102	Introduction to Mathematics and Statistics	96	12
DFUD7102	Development Studies I	64	10
DFUD7101	Communication Skills	64	10
PDUP 7103	Studio Work I: Baseline Data Collection Techniques	64	10
DFUD7104	Computer Application	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
PDUP 7201	Perspective Demographic Features	64	10
PDUP 7202	Population and Gender Planning	64	10
PDUP 7203	Social Development Planning	64	10
RPUE7201	Macro Economics	96	12
PDUP 7204	Population and Settlement Planning	64	10
PDUP 7205	Studio Work II: Data Collection Techniques	64	10
PDUP 7206	Field Practical Training I- Population	80	16

Semester Three (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
PDUP 7301	Theories and Models of Population	64	10
PDUP 7302	Applied Statistics I	96	12
PDUP 7303	Population and Education Development	64	10
DFUD 7302	Development Studies II	64	10
RPUR 7304	Project Planning and Management	64	10
DFUH 7101	Principles and Practices of Management	64	10
PDUP 7304	Studio Work III: District Health Planning	64	10

Semester Four (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
PDUP 7401	Population and Health Planning	64	10
PDUP 7402	Population and Food Security	64	10
PDUP 7403	Migration and Urbanization	64	10
RPUR7403	Development Planning Techniques	64	10
PDUP7404	Studio Work IV:	64	10
PDUP7406	Field Practical Training(FTP)	80	16
PDUP7405	Applied Social Science Research	64	10

Elective Modules			
DFUD7103	Financial Accounting	64	10
DFUD7409	Financial Management and Development	64	10

Semester Five (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
PDUP 8101	Population Policy Analysis and Development Planning	64	10
PDUP 8102	Population, Environment and Natural Resources	64	10
DFUD 8105	Principles of Law	64	10
PDUP 8103	Applied Statistics II	96	12
PDUP 8104	Disaster Management	64	10
PDUP 8105	Studio Work V:	64	10

Semester Six (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
DFUH 7205	Human Resource Planning and Management	64	10
DFUD 7404	Entrepreneurship and Small Business Management	64	10
PDUP8201	Population and Poverty Analysis	64	10
PDU08202	Studio Work VI:	64	10
PDU08203	Research Work - Population	100	19
Elective Courses			
RPUR 8201	Agricultural Dev. Planning	64	10
PDUP 8204	Youth Employment and Development	64	10

6.10 Bachelor Degree in Development Finance and Investment Planning (BDFIP)

The general objective of the Bachelor Degree in Development Finance and Investment Planning Course is to impart knowledge to students on Development Finance and Investment. Specifically, it intends to: equip students with skills of conducting researches on development finance and investment issues; enable students to facilitate preparation of development finance and investment plans; equip students with skills of coordination and implementation of development finance and investment plans; enable students to monitor plan implementation and enable students to correlate practice with policy tenets pertaining to sustainable development finance, investment and poverty reduction strategies.

After completing this course, the graduates are expected to be competent in application of knowledge and skills in a wide range and unpredictable variety of contexts in Development Finance and Investment Planning with substantial personal responsibility for the allocation of resources at various spatial levels. Moreover, the graduates are expected to be responsible for policy formulation, planning, execution, monitoring and evaluation of projects/programmes related to development finance and investment planning.

Modules by Semester
Semester One (Year One)

Module Code	Module Name	Contact Hours	Total Credits
PDU7104	Mathematics	96	12
RPUE7101	Micro Economics	64	10
DFUD7101	Communication Skills	64	10
DFUD7102	Development Studies I	64	10
DFUD7103	Financial Accounting	64	10
DFUD7104	Computer Applications	64	10
DFUD7105	Studio work I: Baseline Data Collection Techniques	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
PDUP7208	Statistics	96	12
RPUE7201	Macro Economics	64	10
DFUD7201	Principles of Auditing	64	10
DFUD7202	Business Law	64	10
DFUD7203	Principles of Marketing	64	10
DFUD7206	Financial Management I	64	10
DFUD7204	Studio work II: Socio-Economic Profile	64	10
DFUD7205	Field Practical Training I	160	16

Semester Three (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
DFUD7301	Cost and Management Accounting	64	10
DFUD7302	Development Studies II	64	10
DFUD7303	Investment Analysis I	96	12
DFUD7304	Financial Markets and Institutions	96	12
DFUD7305	Public Finance and Taxation	96	12
PRUR7304	Project Planning and management	64	10
DFUD7306	Studio Work III: Project write-up	64	10
RPUE7102	Econometrics I	64	10

Semester Four (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
DFUD7401	Financial Management II	96	12
DFUD7402	Development Finance I	64	10
DFUD7403	Investment Analysis I I	96	12
DFUD7404	Entrepreneurship and Small Business	64	10

Module Code	Module Name	Contact Hours	Total Credits
	Management		
DFUH7205	Human Resource Planning and Management	64	10
PDUP7405	Applied Social Science Research	64	10
DFUD7406	Studio Work IV: Investment planning	64	10
DFUD7407	Field Practical Training II-Finance	80	16
DFUD7408	Rural Investment Planning	64	10

Semester Five (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
PDUP8104	Disaster management	64	10
DFUD8101	Microfinance and Development	64	10
DFUD8102	Studio work I: Portfolio Analysis	64	10
DFUD8103	Development Finance II	96	12
DFUD8104	Risk and Insurance Analysis	64	10
RPUR8102	Industrial Development Planning	64	10

Semester Six (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
DFUD8201	Investment Planning and Management	96	12
DFUD8202	International Finance	64	10
DFUD8203	Studio Work II: Investment Plan Preparation	64	10
DFUD8204	Research Work	100	19
Elective Modules			
RPUR 8201	Agricultural Development Planning	64	10
RPUE 7204	Labour Economics	64	10

6.11 Bachelor Degree in Urban Development and Environmental Management (BDUEM)

The Bachelor degree course in Urban Development and Environmental Management is intended for persons who will conduct, undertake and coordinate planning activities; design and prepare urban development plans; coordinate environmental related programmes and/or projects; and control, monitor and evaluate the implementation of development plans.

Upon completion, graduates of this course are expected to be competent in application of knowledge and skills in a wide range and unpredictable variety of contexts in Urban Development and Environmental Management with substantial personal responsibility and responsibility for the allocation of resources at various administrative and spatial levels. Specifically, graduates will be able to integrate theories & practical experiences in urban development planning and environmental management; integrate environment issues in urban management; analyse and manage urban environmental challenges for sustainable urban

development; apply urban environmental management principles in urban development planning; and prepare district socio-economic profile.

Modules by Semester

Semester One (Year One)

Code	Module name	Contact Hours	Total Credits
EPUE7101	Environment and Development	64	10
PDUP7102	Introduction to Mathematics and Statistics	96	12
RPUE7104	Principles of Economics	64	10
EPUU7103	Principles of Land Surveying	32	5
EPUU7101	Studio Work1 (Design skills)	64	10
DFUD7102	Development Studies 1	64	10
DFUD7101	Communication Skills	64	10
DFUD7104	Computer Applications	64	10

Semester Two (Year One)

Code	Module name	Contact Hours	Total Credits
EPUE7202	Land Use Planning	64	10
EPUU7202	Planning Theory and Practice	64	10
EPUU7203	Landscape Planning	32	5
RPUR7103	Regional Analysis and Planning	32	5
EPUU7204	Building Design, Materials and Construction	32	5
EPUE7204	Remote Sensing and Geographical Information System	64	10
EPUU7206	Studio Work 2 (Residential House Compound Analysis and Designing)	64	10
EPUU7207	Fieldwork Training I, (Housing Sector Study in the Context of District Socioeconomic Profile)	80	16

Semester Three (Year Two)

Code	Module name	Contact Hours	Total Credits
PDUP7302	Applied Statistics I	96	12
EPUU7301	Studio Work 3 (Site Planning)	64	10
EPUE7301	Gender and Environment	32	5
EPUU7302	Transport Planning and Management	64	10
EPUU7303	Local Governance and Urban Development	64	10
DFUH7101	Principles and Practice of Management	64	10
DFUD7302	Development Studies II	64	10
RPUR7304	Project Planning and Management	64	10

Semester Four (Year Two)

Code	Module name	Contact Hours	Total Credits
EPUU7406	Environmental Quality and Pollution Management	64	10
EPUE7401	Environmental Impact Assessment	64	10
EPUE7404	Environmental Ecology and Livelihood	64	10
DFUD7404	Entrepreneurship and Small Business Management	64	10
EPUU7401	Urban Social Planning	64	10
EPUU7402	Studio Work 4 (Neighbourhood Planning and Design)	64	10
PDUP7405	Applied Social Science Research	64	10
EPUU7403	Field Practical Training II	80	16
Elective Modules			
EPUE7402	Natural Resources Planning and Management	64	10
EPUU7404	Renewable and Alternative Energy Techniques	64	10

Semester Five (Year Three)

Code	Module name	Contact Hours	Total Credits
EPUE8101	Environmental Economics	64	10
UPUU8101	Infrastructure Planning and Management	64	10
UPUU8102	Urban Housing and Sanitation	64	10
EPUU8103	Studio Work 5: Urban Planning Scheme Design	64	10
EPUE8105	Environmental Law	64	10
PDUP8104	Disaster Management	64	10
EPUU 8104	Urban Strategic Development Planning	64	10
EPUE 8104	Principles of Urban Planning Schemes and Development Control	64	10

Semester Six (Year Three)

Code	Module name	Contact Hours	Total Credits
EPUU8201	Land Management and Valuation	64	10
EPUU8202	Urban Economic Development	64	10
EPUU8203	Research Projects (UDEM)	100	19
EPUU8204	Urbanization and Development	64	10
EPUE8202	Climatic Changes and Variability	64	10
EPUU8205	Studio Work 6: Regional Analysis	64	10
Elective Modules			
RPUR8102	Industrial Development Planning	64	10
RPUR 8201	Agriculture Development Planning	64	10

6.12 Bachelor Degree in Human Resource Planning and Management (BDHRM)

The Bachelor Degree programme in Human Resource Planning and Management is designed to provide theoretical and practical training to future human resource planning and management professionals to serve in both public and private sectors. The programme intends to impart knowledge to students on the theories and practices of Human Resource Planning and Management.

After completing the degree programme, the graduates are expected to be competent in aligning the Human Resource function to the organization's strategic plan, provide guidance on employee and workplace relations, develop employees and manage employee performance.

Modules by Semester

Semester One (Year one)

Module code	Module Name	Contact Hours	Total Credits
DFUH7101	Principles and Practices of Management	64	10
DFUH7102	Business Mathematics and Statistics	64	10
DFUD7101	Communication Skills	64	10
DFUD7102	Development Studies I	64	10
DFUD7104	Computer Applications	64	10
DFUH7103	Financial Accounting	64	10
RPUE7101	Micro Economics	64	10
DFUD7105	Studio Work I: Baseline Data Collection Techniques	64	10

Semester Two (Year one)

Module code	Module Name	Contact Hours	Total Credits
DFUH7201	Organizational Behaviour and Management	96	12
DFUH7202	Human Resource Planning and Resourcing	96	12
RPUE7201	Macro Economics	64	10
DFUD7203	Office Procedures and Records Management	64	10
DFUD7202	Business Law	64	10
DFUD7203	Principles of Marketing	64	10
DFUH7204	Studio Work II: Socio-economic Profile	64	10
DFUH7205	Human Resource Planning and Management	64	10

Semester Three (Year two)

Module code	Module Name	Contact Hours	Total Credits
DFUH7301	Compensation and Benefit Management	64	10
DFUH7302	Human Resource Development	64	10
DFUH7303	Studio Work III: Business Planning	64	10
RPUE7204	Labour Economics	64	10
DFUD7302	Development Studies II	64	10
DFUD7206	Financial Management I	64	10
DFUD7301	Cost and Management Accounting	64	10

RPUR7304	Project Planning and Management	64	10
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Semester Four (Year two)

Module code	Module Name	Contact Hours	Total Credits
DFUH7401	Labour Law and Welfare	64	10
DFUH7402	Human Resource Development in the Developing World	64	10
DFUH7403	Studio Work IV: Human Resource Plan Preparation	64	10
DFUH7404	Management Information system	64	10
PDUP7405	Applied social science research	64	10
DFUD7404	Entrepreneurship and Small Business Management	64	10
DFUH7405	Field Practical Training-HR	80	16

Semester Five (Year Three)

Module code	Module Name	Contact Hours	Total Credits
DFUH8101	Performance Management and Appraisal	64	10
DFUH8102	Employee Relation Management	64	10
DFUH8103	Studio Work I: Strategic Plan Preparation	64	10
DFUH8104	Public Policy Planning and Management	64	10
DFUH8105	Consulting Skills and Advisory Services	64	10
PDUP8104	Disaster Management	64	10

Semester Six (Year Three)

Module code	Module Name	Contact Hours	Total Credits
DFUH8201	Strategic Human Resource Planning and Management	96	12
DFUH8202	Organization Change and Development	64	10
DFUH8203	Studio Work II:	64	10
DFUH8204	Strategic Planning and Management	64	10
DFUH8205	Research Project - Human Resources Planning & Management	100	19
Elective Modules			
DFUH8206	Global Business Issues	64	10
RPUR8201	International Human Resource Management	64	10

6.13 Bachelor Degree in Economics (BDEC)

Bachelor Degree in Economics (BDEC) is intended for economic personnel who will handle economic assignments, plan and implement responsibilities and work with specialists in different fields of social and economic development. The programme is intended to impart skills and knowledge to students on integrating economics and development planning. Moreover, the

graduates are expected to be responsible in economic analysis for sustainable development, policy making and analysis, planning, Monitoring and evaluation.

Upon completion of this programme, the holder of the qualification will be able to apply knowledge, skills and understanding in a broad range of complex technical activities with high degree of personal responsibility and some responsibilities for work of others

Modules by Semester

Semester One (Year One)

Module Code	Module Name	Contact Hours	Total Credits
DFUD7101	Communication Skills	64	10
DFUD7102	Development Studies I	64	10
RPUE7101	Microeconomics	64	10
RPUE7103	Mathematics and Statistics for Economics	64	10
RPUE7102	Econometrics I	64	10
DFUP7104	Computer Application	64	10
RPUR7102	Studio Work I : Baseline Data Collection Techniques-Regional	64	10
RPUE7104	Fiscal Risk Analysis	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
PDUP7207	Quantitative Methods	64	10
RPUE7201	Macroeconomics	64	10
RPUE7202	Studio Work II: Socio Economic Profile-Economics	64	10
RPUE 7203	Principles of Development Economics I	64	10
RPUE7204	Labour Economics	64	10
RPUE7206	Field Practical Training (Economics)	64	10
Elective			
RPUE7205	Transport Economics	64	10
EPUU8204	Urbanization and Development	64	10

Semester Three (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
RPUE7301	Econometrics II	64	10
RPUE7302	Principles of Development Economics II	64	10
RPUE7304	Intermediate Microeconomics	92	12
RPUR8101	Regional Planning Techniques	64	10
RPUR7403	Studio work III: LGA Sectoral Planning Tools	64	10
Electives			
DFUH7101	Principles and Practice of Management	64	10
DFUD 7103	Financial Accounting	64	10

Semester Four (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
RPUE 7401	Intermediate Macroeconomics	64	10
RPUE 7402	Agricultural Economics	64	10
RPUE 7403	Cost and Benefits Analysis	64	10
RPUE 7404	Field Practical Training	80	16
PDUP 7405	Applied Social Science Research	96	12
RPUR 7401	Studio Work IV: Sectoral Planning	64	10
Elective Module			
RPUE7405	Industrial Production Economics	64	10
RPUE 7406	Financial Economics	64	10

Semester Five (Year Three)

Module Code	Module Name	Contact Hours	Total credits
RPUE8101	International Economics and Policy	64	10
RPUR8103	Studio Work I: Integrated Development Planning	64	10
RPUE8102	Monetary Economics I	64	10
RPUE8103	Public Finance I	64	10
RPUE8104	Economic Policy and Planning I	64	10
Electives Modules			
DFUD8101	Microfinance and Development	64	10
EPUE8101	Environmental Economics	64	10

Semester Six (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
RPUE8201	Monetary Economics II	64	10
RPUR8202	Studio work II: Strategic Planning	64	10
RPUE8202	Public Finance II	64	10
RPUE8203	Economic Policy and Planning II	64	10
RPUE 8204	Research Project (Development Economics)	100	19
Elective Modules			
DFUD7404	Entrepreneurship and Small Business Management	64	10
PDUP8201	Population and Poverty analysis	64	10

6.14 Bachelor Degree in Planning and Community Development (BDPCD)

Bachelor Degree in Planning and Community Development is designed to impart knowledge and skills to learners on theories and practices of planning and community development. Specifically, the programme is intended to impart to learners the knowledge and skills on how to analyse community development related problems and find out their solutions; provide analytical skills in resource mobilization and planning for various aspects of community development; identify research to address social economic problems that may affect community

development and disseminate information; and facilitate community administration, execution, monitoring and evaluation of development plans.

Modules by Semester

Semester One (Year One)

Module Code	Module Name	Contact Hours	Total Credits
PUC 07101	Introduction to Community Development	64	10
DFUD7101	Communication Skills	64	10
DFUD7102	Development Studies I	64	10
PUC 07104	Introduction to Mathematics and Statistics	80	10
RPUE7101	Microeconomics	64	10
PUC 07106	Introduction to ICT and Computer Application	64	10
PUC 07107	Studio work I: Base line data collection techniques	80	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
PUC 07208	Introduction to Sociology and Social Development	96	12
RPUE7201	Macroeconomics	64	10
PUC 07210	Studio Work II: Data Processing, Analysis and Presentation	64	10
PUC 07211	Community Health and Development	64	10
PUC 07212	Rural Agribusiness and Development	96	12
PDUP 7204	Population and Settlement Planning	64	10
PUC 07214	Gender and Development	96	12

Semester Three (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
PUC 07315	Principles and Practices of Community Development	96	12
PUC 07316	Resource Mobilization for Community Development	96	12
DFUD7302	Development Studies II	64	10
PDUP 7302	Applied Statistics I	96	12
DFUH7101	Principles and Practice of Management	64	10
RPUR7304	Project Planning and Management	64	10
PUC 07321	Studio work III: O&OD Planning Techniques	96	12

Semester Four (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
PUC 07422	Social Conflicts and Resolution	96	12
RPUR 7403	Development Planning Techniques	64	10
PUC 07424	Social Change and Development	96	12
PUC 07425	Studio work IV: Preparation of community Development Plans	96	12
PDUP 7402	Population and Food Security	64	10
PDUP 7405	Applied Social Science Research	96	12
Electives Modules			
DFUD 7206	Financial Management I	64	10
DFUD 7103	Financial Accounting	64	10

Semester Five (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
PDUP 8103	Applied Statistics II	96	12
PDUP 8102	Population, Environment and Natural Resources	64	10
DFUD7404	Entrepreneurship and Small Business Management	64	10
DFUH7205	Human Resource Planning & Management	64	10
PDUP8104	Disaster Management	64	10
PUC 08106	Studio Work V: Community Development Assessment	64	10

Semester Six (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
PDUP8201	Population and Poverty Analysis	64	10
PUC 08210	Formation and Management of CBOs/NGOs	64	10
PUC 08211	Strategic Planning and Community Development	96	12
PUC 08212	Principles and Practice of Community Development	96	12
PUC 08213	Studio Work VI: Data Analysis and Report Writing Skills	64	10
PUC 08214	Micro Finance and Community Development	64	10
Electives			
PDUP 8204	Youth Employment and Development	64	10
RPUR 8201	Agriculture Development Planning	64	10

6.15 Bachelor Degree in Project Planning and Management (BDPPM)

Bachelor Degree in Project Planning and Management is intended to impart knowledge and skills to students on how to prepare and manage development projects. Specifically, the programme is intended to impart to learners the knowledge and skills of various techniques of project planning; to enable learners to acquire knowledge and skills for administering and managing development projects; to impart to learners the necessary knowledge and skills for

effective projects planning, implementation, monitoring and evaluation; to equip learners with requisite skills in exploiting a full range of multi-sector opportunities in project planning and management; and to enable the learner to acquire relevant skills to conduct research related to enhance decision making in project management.

Modules by Semester

Semester One (Year One)

Module Code	Module Name	Contact Hours	Total Credits
DFUD 7101	Communication Skills	64	10
RPUP 7101	Fundamentals of Project Planning and Management	64	10
DFUD 7102	Development Studies I	64	10
DFUD 7104	Computer Application	64	10
RPUP 7102	Baseline Data Collection	64	10
PDUP 7102	Introduction to Mathematics and Statistics	96	12

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
RPUR7201	Rural Sociology	64	10
DFUD 7103	Financial Accounting	64	10
RPUP 7201	Data Processing, Analysis and Presentation	64	10
RPUP 7202	Principles of Economics	64	10
DFUH7205	Human Resource Planning and Management	64	10

Semester Three (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
DFUD 7302	Development Studies II	64	10
RPUP 7301	Project Design and Appraisal	64	10
RPUP 7302	Project Write-up		
DFUD 7404	Entrepreneurship and Small Business Management	64	10
DFUD 7318	Financial Management	64	10
RPUP 7421	Public-Private Partnership and Project Management	64	10

Semester Four (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
PDUP 7405	Applied Social Science Research	96	12
RPUP 7402	Resources Mobilization and Management	64	10
RPUP 7423	Lobbying and Advocacy for Development Projects	64	10
RPUP 7404	Development Project Administration and Management	64	10
RPUR 7403	Development Planning Techniques	64	10
EPUE 7401	Environmental Impact Assessment	64	10

Semester Five (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
RPUP 8101	Project Implementation, Monitoring and Evaluation	64	10
RPUP 8102	Studio Work: Developing Monitoring and Evaluation Framework	64	10
DFUD8105	Principles of Laws	64	10
RPUP 8105	Procurement and Contract Management for Development Projects	64	10
EPUE8106	Natural Resources and Land Use Planning	64	10

Semester Six (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
RPUP 8201	Project Quality Management	64	10
RPUP 8203	Risk Analysis and Management	64	10
RPUP 8204	Studio Work (Strategic Planning)	64	10
RPUP 8205	Consulting and Advisory Skills	64	10
RPUP 8206	Conflict Management for Development Projects	64	10
PDUP8201	Population and Poverty Analysis	64	10
RPUR 8201	Agriculture Development Planning	64	10
RPUP 8207	Research Project	100	19

6.16 Bachelor Degree in Business Planning and Management (BDBPM)

Bachelor Degree in Business Planning and Management is intended to produce professionals with wider knowledge and understanding on business planning and management. Specifically, the programme is intended to impart to learners the knowledge and skills spotting business and investment opportunities within and outside their environment, impart knowledge and skills for preparing business feasibility studies, impart knowledge and skills on how to mobilize and allocate resources necessary for implementing the business plans; and to impart the knowledge and skills for establishing, operating monitoring and evaluating business plans.

Modules by Semester
Semester One (Year One)

Module Code	Module Name	Contact Hours	Total Credits
DFUB 7101	Business Mathematics	96	12
RPUE 7101	Microeconomics	64	10
DFUB 7102	Business Communication Skills	64	10
DFUB 7103	Theories and Practices of Development	64	10
DFUD 7103	Financial Accounting	64	10
DFUB 7104	Introduction to Business Computing	64	10
DFUB 7105	Studio Work I (Area Socio-economic Profile)	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
RPUE 7201	Macroeconomics	64	10
DFUD 7201	Principles of Auditing	64	10
DFUD 7203	Principles of Marketing	64	10
DFUB 7201	Principles of Corporate Finance	64	10
DFUB 7202	Business Statistics	64	10
DFUB 7203	Studio Work II (Socio-economic Profile)	64	10
DFUB 7204	Field Practical I	64	10

Semester Three (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
DFUB 7301	Cost Accounting	64	10
DFUD 7202	Business Law	64	10
DFUH 7101	Principles and Practices of Management	64	10
DFUB 7302	Business Plan Development Process	64	10
DFUB 7303	Studio Work III (Business Opportunity Recognition and Evaluation)	64	10

Semester Four (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
DFUH 7205	Human Resources Planning and Management	64	10
PDUP 7405	Applied Social Science Research Methods	64	10
DFUD 7404	Entrepreneurship and Small Business Management	64	10
RPUR 7304	Project Planning and Management	64	10
DFUD 7305	Public Finance and Taxation	64	10
DFUB 7401	Studio Work IV (New Venture Business Plan)	64	10
DFUB 7402	Field Practical II	100	16

Semester Five (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
DFUB 8101	Economic Development Finance	64	10
DFUB 8102	Production and Operation Management	64	10
DFUB 8103	Financial Reporting and Analysis	64	10
DFUB 8104	Strategic Planning and Management	64	10
DFUB 8105	Studio I – Business Plan Implementation and Monitoring	64	10
DFUB 8106	Consulting Skills (Elective)	64	10
DFUB 8107	Marketing Communications (Elective)	64	10

Semester Six (Year Three)

Module Code	Module Name	Contact Hours	Total Credits
DFUB 8201	International Business	64	10
DFUB 8202	Business Ethics and Corporate Governance	64	10
DFUB 8203	Business Analysis and Valuation	64	10
DFUB 8204	Studio II – Business Plan Evaluation	64	10
DFUB 8205	Principles of Logistics and Supply Chain Management (Elective)	64	10
DFUD 8201	Investment Planning and Management (Elective)	64	10
DFUB 8206	Research Project	100	19

16.17 Postgraduate Diploma in Environmental Planning (PGE)

The Postgraduate Diploma Course in Environmental Planning is designed to provide professional level training in relevant theories, techniques and practices to multidisciplinary practitioners so that they can link human development activities as dictated by population needs with the environment.

Modules by Semester

Semester One

Module Code	Module Name	Contact Hours	Total Credits
PGE 501	Environment & Development	64	10
PGE 502	Environmental Planning & Management	64	10
PGE 504	Environmental Sociology	32	5
PGC 501	Quantitative Methods	64	10
PGC 503	Social Science Research Methods	64	10
PGC 508	Theory and Practice of Development	32	5
PGE 505	Studio Work	72	11
Elective Modules			
PGC 502	Macro-Economics for Development	64	10
PGC 511	Agricultural Development Planning	64	10

Semester Two

Module Code	Module Name	Contact Hours	Total Credits
PGE 503	Environmental Economics	64	10
PGC 506	Physical Planning	64	10
PGC 505	Development Finance & Investment	64	10
PGC 510	Management Information System & Data Analysis	64	10
PGE 506	Environmental Law & Policy analysis	64	10
PGC 512	Research Project	190	19
PGE 505	Studio Work	72	11
Elective Modules			
PGC 507	Project Planning & Management	64	10
PGC 509	Integrated Development Planning	64	10

6.18 Postgraduate Diploma in Regional Planning (PGR)

The Postgraduate Diploma Course in Regional Planning is designed to equip multidisciplinary functional officers and managers with advanced knowledge and skills in the supervisory, coordination, formulation, preparation and implementation of development plans which addresses local and national needs and priorities.

Modules by Semester

Semester One

Module Code	Module name	Contact Hours	Total Credits
PGR 501	Regional Analysis	32	5
PGR 502	Regional Development Planning	64	10
PGR 503	Social Development Planning	64	10
PGC 501	Quantitative Methods	64	10
PGC 503	Social Science Research Methods	64	10
PGC 508	Theory and Practice of Development	32	5
PGR 506	Studio Work	72	11
Elective Modules			
PGC 502	Macro-economics for Development	64	10
PGC 511	Agricultural Development Planning	64	10

Semester Two

Module Code	Module name	Contact Hours	Total Credits
PGR 505	Industrial Development Planning	64	10
PGC 507	Project Planning and Management	64	10
PGC 509	Integrated Development Planning	64	10
PGC 505	Development Finance & Investment	64	10
PGC 510	Management Information System & Data Analysis	64	10
PGR 506	Studio Work	72	11
PGC 512	Research Project	190	19
Elective Modules			
PGC 506	Physical Planning	64	10
PGR 504	Development Administration & Policy Analysis	64	10

6.19 Postgraduate Diploma in Project Planning and Management (PGDPPM)

The Postgraduate Diploma Course in Project Planning and Management is designed to provide professional level training in relevant theories, techniques and practices to multidisciplinary practitioners so that they can link human development activities as dictated by population needs with the environment

Modules by Semester

Semester One

Module Code	Module Name	Contact Hours	Total Credits
PPM 501	Concepts & principles of Project Planning and Management	64	10

PPM 502	Managing Resources for Local Economic Development (LED)	32	5
PPM 503	Project Planning & Appraisal	64	10
PGC 501	Quantitative Methods	64	10
PGC 503	Social Science Research Methodology	64	10
PGC 509	Theory and Practice of Development	32	5
PMM 504	Studio work: 1: Project Management Tools; 2: Project write-up	96	12
Elective Modules			
PGC 502	Macro-economics for Development	64	10
PGC 511	Agricultural Development Planning	64	10

Semester Two

Module Code	Module Name	Contact Hours	Total Credits
PGC 504	Project Management Theory & Practice	64	10
PGE 507	Environmental Impact Assessment	64	10
PPM 505	Project Implementation & Control	64	10
PPM 506	Project monitoring, Evaluation & Impact Assessment	64	10
PPM 507	Sustainable Development Strategy and Policy Analysis	64	10
PGC 510	Management Information System & Data Analysis	64	10
PPM 508	Studio Work: Plan for Implementation, Monitoring and Evaluation of Projects	96	12
PPM 509	Research Project	190	19

6.20 Postgraduate Diploma in Governance and Sustainable Development (PGDSD)

Postgraduate Diploma in Governance and Sustainable Development is a one year course. The academic year for this course is divided into two semesters of 16 weeks each. The two semesters will comprise of lectures and practical work followed by eight weeks of research work and dissertation writing.

Course Modules

Semester One

Module Code	Module Name	Contact Hours	Total Credits
PGG 511	Perspectives in Governance and Sustainable Development	64	8
PGG 512	Economics of Sustainable Development	64	8
PGG 515	Governance and Non-State Actors	64	8
PGG 516	Statistics for Development Planning	64	8
PGC503	Social Science Research Methods	64	8
PGG524	Lobbying and Advocacy in Development	64	8
Elective Modules			
GSD 513	Development Policy Analysis	64	8
GSD 514	Local Government Administration & Management	64	8

Semester Two

Module Code	Module Name	Contact Hours	Total Credits
PGE 501	Environment and Development	64	8
PGC 507	Project Planning and Management	64	8
PGG 522	Population, Poverty and Sustainable Development	64	8
PGG523	Governance for Sustainable Development	64	8
PGG 525	Private-Public Partnership in Development	64	8
PGC510	Management Information Systems and Data Analysis	64	8
PGC 512	Research Project	190	19

6.21 Master Degree in Development Economics (MDE)

The main objective of this course is to equip students with the innovative tools and techniques to develop policies and strategies as well as managing resources to achieve the overriding goal on economic growth and development in Tanzania. Specifically, this programme aims at assisting the students to be able to interpret theories and models of economics in development planning; apply theories and models of economics in diverse areas of development planning and management; develop and manage various development policies and strategies for organizational development and conduct independent social science research and policy analysis in development economics and disseminate information to end users.

Upon completion of this programme, graduates will be able to display mastery of a complex and specialized area of knowledge and skills, employing knowledge and understanding to conduct research or advanced technical or professional activity, able to work autonomously and in complex and unpredictable situations.

Modules by Semester

Semester One (Year One)

Module Code	Module name	Contact Hours	Total Credits
RPGE 9101	Theories of Development Economics	64	10
RPGE 9102	Microeconomics of Development	64	10
RPGE 9104	Mathematics for Economist	64	10
RPGP 9101	Research Methodology	96	12
RPGE 9103	Economic Policy and Planning	64	10
Electives			
DFGH 9101	Development Administration and Governance	64	10
RPGE 9105	Poverty Analysis	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
RPGE 9201	Macroeconomics of Development	64	10
RPGE 9202	Econometrics	64	10
RPGE 9203	International Economics and Policy	64	10
RPGE 9204	Project Planning and Management	64	10
RPGE 9205	Agricultural Economics	64	10
DFGD9201	Micro Finance and Economic Development	64	10
RPGR 9202	Studio Work	64	10
Elective Modules			
EPGE 9209	Natural Resources Economics	96	12
DFGD 9202	Principles of Law	64	10

Semester Three (Year Two)

Module Code	Module Name	Contact Hours	Total Credits
RPGR 9301	Dissertation	840	60

6.22 Master Degree in Environmental Planning and Management (MEP)

The main objective of this course is to produce professionals with mastery technical and social skills in planning and management of a wide range of issues in Environment and Sustainable Development. Specifically, this programme is intended to bridge the gap for students who need further education after graduating from IRDP and other higher learning institutions in Environmental Planning and related courses; equip students with knowledge, skills, and tools required for managing the environment for sustainable development; enable students to conduct research independently to address the emerging environmental issues and challenges in various sustainable development initiatives and build capacity for different development actors in sustainable development and environmental planning.

Upon completion of this course, graduates will be able to display mastery of complex and specialized area of knowledge and skills, employing knowledge and understanding to conduct research or advanced technical or professional activity, able to work autonomously and in a complex and unpredictable situation.

Modules by Semester

Semester One (Year One)

Module Code	Module Name	Contact Hours	Total Credits
EPGE 9101	Sustainable Natural Resources Planning & Management	96	12
EPGE 9102	Climate Change and Livelihood	64	10
EPGE 9103	Environmental Governance	64	10
RPGP9101	Research Methodology	96	12
EPGE9107	Land Use Planning & Implementation	64	10
Elective Modules			
EPGE9105	Urban Environmental Planning & Management	64	10
EPGE9106	Energy, Environment & Development	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
EPGE9201	Policy Analysis & Environmental Law	64	10
EPGE9202	Natural Resources Economics	96	12
EPGE9203	GIS & Remote Sensing for Natural Resources Planning & Management	64	10
EPGE9204	Environmental Impact Assessment & Auditing	64	10
EPGE9205	Studio (Environmental Planning and Management)	64	10
EPGE9206	Environmental Education & Communication	64	10
Elective Modules			
EPGE9208	Environmental Health & Sanitation	64	10
EPGE9209	Environmental Pollution & Management	64	10

Semester Three (Year Two)

Module Code	Module Name	Contact Hrs	Total Credits
EPGE 9301	Dissertation	840	60

6.23 Master Degree in Rural Development Planning (MRDP)

The main objective of the Master Degree in Rural Development Planning is to produce multi-disciplinary professionals with mastery technical skills in integrating social, economic, environmental and institutional aspects for sustainable rural development. Specifically, the programme aims at imparting learners with skills in formulating rural development strategies and plans; equip learners with knowledge, skills and tools required for policy analysis, development administration and environmental management for sustainable development; equip learners with knowledge and skills of resource mobilization for sustainable development ; and enable learners to conduct research using appropriate approaches and techniques so as to address rural development issues.

Modules by Semester

Semester One (Year One)

Module Code	Module name	Contact Hours	Total Credits
RPGR 9101	Natural Resources Planning and Management	96	12
RPGR 9102	Development Administration and Governance	64	10
RPGR 9103	Environment and Development	64	10
RPGR 9104	Applied Statistics	64	10
RPGR 9105	Sociology and Social Change	64	10
RPGR 9106	Research Methodology	96	12
RPGR 9107	Regional Development Planning	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hours	Total Credits
RPGR 9201	Disaster Risk Management	64	10
RPGR 9202	Strategic Planning and Management	64	10
RPGR 9203	Agricultural Development Planning	64	10
RPGR 9204	Poverty Analysis and Development	64	10
RPGR 9205	Local Economic Development	64	10
RPGR 9206	Food Security and Rural Development	64	10
RPGR 9207	Project Planning and Management	64	10
RPGR 9208	Geographical Information System and Remote Sensing for Natural Resources Planning and Management	64	10

Semester Three (Year Two)

Module Code	Module Name	Contact Hrs	Total Credits
RPGR 9301	Dissertation	840	60

6.24 Master Degree in Population Studies (MPS)

Master Degree in Population Studies is designed to respond to the emerging population challenges by producing professionals with mastery technical and social skills in population studies by linking population variables to development plans. Specifically, the programme aims at integrating knowledge and skills of population issues in development planning in a variety of contexts; applying theories and policies of population in diverse area of human development planning; applying sociological aspects, anthropological approaches and principles in human development planning; and enabling candidates to conduct research independently to address the emerging population and development issues and challenges

Modules by Semester
Semester One (Year One)

Module Code	Module name	Contact Hrs	Total Credits
PSGP 9101	Introduction to Population Studies	96	12
PSGP 9102	Population Policies and Development Planning	96	12
PSGP 9103	Population Dynamics	64	10
PSGP 9104	Applies Statistics	96	12
PSGP 9105	Research methodology	96	12
PSGP 9106	Rural Sociology	64	10
Electives			
PSGP 9107	Poverty Analysis	64	10
PSGP 9108	Gender and Development	64	10
PSGP 9109	Development Administration and Governance	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hrs	Total Credits
PSGP 9201	Project Planning and Management	64	10
PSGP 9202	Population, Environment and Development	64	10
PSGP 9203	Population and Development Planning	96	12
PSGP 9204	Population Estimation and Projection	96	12
PSGP 9205	Urbanization and Development	64	10
PSGP 9206	Demographic Methods	96	12
PSGP 9207	Studio Work	128	20
Elective Modules			
PSGP 9208	Principles of Law	64	10
PSGP 9209	Social Anthropology and Population	96	12
PSGP 9210	Labour Economics	64	10

Semester Three (Year Two)

Module Code	Module Name	Contact Hrs	Total Credits
PSGP 9301	Dissertation	840	60

6.25 Master Degree in Project Planning, Monitoring and Evaluation (MPPME)

Master Degree in Project Planning, Monitoring and Evaluation is designed to enable students to become competent in displaying mastery knowledge and skills in relation to project planning, monitoring and evaluation of development projects. Specifically, the programme aims to equip candidates with the ability to plan, appraise and implement development projects, manage and control resources for organization/community development; to use theories, principles and practices of project administration, governance and administrative skills to administer development projects in the context of economic and current structural arrangements; to monitor and evaluate development programmes and projects emanating from the context of environmental and natural resources; and to apply the appropriate tools such as ICT, MIS and

research methods to plan, manage, monitor and evaluate projects and disseminate information to the end users

Modules by Semester

Semester One (Year One)

Module Code	Module name	Contact Hrs	Total Credits
RPGP 9101	Project Planning and Appraisal	96	12
RPGP 9102	Project Scheduling and Cost Planning	64	10
RPGP 9103	Principles and Practices of Project Evaluation	64	10
RPGP 9104	Applied Statistics	64	10
RPGP 9105	Research Methods for Social Sciences	64	10
Electives Modules			
RPGP 9106	Governance and Administrative Skills for Project Managers	64	10
RPGP 9107	Environmental and Social Impact Assessment	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hrs	Total Credits
RPGP 9201	Planning, Monitoring and Evaluation System	64	10
RPGP 9202	Project Implementation and Control	64	10
RPGP 9203	Project Monitoring and Review	64	10
RPGP 9204	ICT and Management Information System (MIS)	64	10
RPGP 9205	Studio Work (Designing Monitoring and Evaluation System)	64	10
Elective Modules			
RPGP 9206	Local Economic Development	64	10
RPGP 9207	Public Private Partnership in Development	64	10

Semester Three (Year Two)

Module Code	Module Name	Contact Hrs	Total Credits
RPGP 9301	Dissertation	840	60

6.26 Master Degree in Community Development (MCD)

Master Degree in Community Development aims to provide community development professionals with mastery knowledge and skills with in-depth knowledge and understanding of the latest developments in people-centered development, with a focus on practical skills and development of the skills needed by a working community development worker. It is specifically aimed at enhance ability to apply relevant community development theories and

principles in support of policy and strategy development; to develop ability to communicate complex issues to wide audiences as well as awareness of significant sources of community development; to impart knowledge and skills that will enable learners to influence positive change of community behaviour and attitudes towards adoption of new innovations; to equip learners with broad knowledge and skills that will enable them to enhance community capacity to effectively and efficiently manage development initiatives and processes; to impart knowledge and skills that will enable learners to help communities mobilize and harness resources to improve their livelihood and to impart knowledge and skills that will enable learners capacitate communities to assess and analyse problems and opportunities to solve them.

Modules by Semester

Semester One (Year One)

Module Code	Module name	Contact Hrs	Total Credits
CDG09101	Contemporary Issues in Community development	96	12
CDG09102	Community Mobilization and Engagement	64	10
CDG09205	Community development principles and Participatory approaches	64	10
CDG09110	Legal Aspects of Community Development	64	10
CDG09111	Conflict Resolution and Disaster Management	64	10
CDG09112	Participatory Project Management	64	10
CDG09113	Sociology	64	10

Semester Two (Year One)

Module Code	Module Name	Contact Hrs	Total Credits
CDG09101	Gender and Community Development	64	06
CDG09204	Entrepreneurship	64	12
CDG09207	Community Resources Management	64	08
CDG09208	Research Methods in Community Development	64	08
CDG09209	Managerial Accounting	64	10
CDG09214	Development policy	64	18
Elective Modules			
CDG09215	Governance and administration	64	06
CDG09216	Community-Based Health Management	64	06

Semester Three (Year Two)

Module Code	Module Name	Contact Hrs	Total Credits
CDG09306	Dissertation	840	36

7.0 SHORT COURSE PROGRAMMES FOR 2021/2022

Being aware of the importance for the skills and knowledge upgrading to match changing and emerging needs, the Institute is continuously in contact with the labour market in developing post experience short term training programmes for a diverse range of organizations, public and private. The Institute therefore runs a range of top-quality short courses on various aspects of development planning and management. These courses are aimed at bridging the knowledge gap between different practitioners of development. The Institute has well trained staff in experiential training, utilizing modern adult learning techniques. While some of the training programmes are generic, addressing wider management issues, the Institute also designs tailor made programmes addressing specific needs of each organization.

To ensure that the training programmes bring about the intended impact, the Institute conducts post course evaluations and where desired, follow-ups are made to the organizations to assess the impact of the training. The Institute has the capacity to conduct residential courses at the Institute's campus and in other appropriate training centres.

Short courses offered include:

- (i) Participatory Project Planning, Monitoring and Impact Assessment
- (ii) Participatory Natural Resources Planning and Management
- (iii) Conducting Official Meetings and Minutes Writing Skills
- (iv) Management of Development Projects at Grassroots Level
- (v) Resource Mobilization and Fundraising
- (vi) Advocacy, Lobbying and Fundraising Skills
- (vii) Group Dynamics and Community Mobilization for Development Initiatives
- (viii) Integration of Results Based Management into Development Programmes
- (ix) The Role of Senior Managers in Managing Community Projects
- (x) The Role of Senior Managers in Controlling Fraud in Projects
- (xi) Projects Cycle Management for Community Based Projects

Every academic year short courses are published in separate brochures covering different areas and their costs. Furthermore, the Institute is one of the Institutions which were pre-qualified by the Government as anchor Institutions for capacity building under the Urban Development and Environmental Management (UDEM) framework as well as for capacity building of Local Government Authorities under the Capacity Building Grant of the Local Government Capital Development Grant (LGCDG) System. Under Capacity Building Grant, the Institute is Pre-qualified to provide short term training on the following modules:

- a) Leadership and Management in Local Government Authorities
- b) Monitoring and Evaluation of Projects
- c) Data collection, Management and Record Keeping
- d) LGA Development Planning and Strategic Planning
- e) Project Preparation, Investment Appraisal, EIA and Safeguard Policies
- f) Budgeting and Budget Management in LGA

For further details please contact:

Head, Department of Research and Consultancy
Institute of Rural Development Planning
P. O. Box 138,
DODOMA - TANZANIA
E-mail: drc@irdp.ac.tz
Tel: +255 26 2963037

Or

Director
Lake Zone Training Centre -Mwanza
P.O. Box 11957
Mwanza
E-mail: mwanza@irdp.ac.tz

8.0 RESEARCH AND ENGAGEMENT IN PUBLIC SERVICES

In line with its mission, IRDP occupies a central place in the national research effort of the country. The Institute carries out research on various socio-economic issues in the country. To facilitate this, the Institute has undertaken a number of capacity initiatives to generate researchers who can do foundation as well as major researches. In addition to training its staff to doctoral level, the Institute is collaborating with national and international research Institutions, to conduct researches that are useful to the nation. Thus, the vision of IRDP in research is to be centre of excellence for research leading to sustainable development and poverty eradication. The current research issues and themes as highlighted in research and publication policy which includes:

- (i) Poverty and Development
- (ii) Development Planning and Management
- (iii) Agriculture, Food Security and Nutrition
- (iv) Environment, Climate and Energy
- (v) Population and Development
- (vi) Economic and Investment planning
- (vii) Development Finances
- (viii) Cross-cutting Issues

On engagement in public services the combined mix of disciplines of the Institute provides a substantial body of expertise in several key areas where there is a demand for advisory work. IRDP staff has a wide operational and advisory experience and is in the position to provide sound advice to clients whenever needed. The Institute has developed the capacity to respond positively to such invitations for advisory services from International Organization, Government sectors (Ministries and Agencies), Local Government Authorities, Community Based Organizations, Non-Governmental Organization and Private Sectors in formulating and/or implementing their development agenda.

IRDP is competent in the following fields:

- (i) Rural and urban development planning
- (ii) Environmental planning and management
- (iii) Environmental and Social Impact Assessment
- (iv) Participatory project planning (using various approaches including PRA, O&OD, SWOT, LFA and OOIP/OOPP)
- (v) Population studies and development planning, Entrepreneurship and business management
- (vi) Project identification studies
- (vii) Planning and management of natural resources
- (viii) Preparation of Strategic plan
- (ix) Planning, monitoring and evaluation
- (x) Results Based Management

For further details please contact:

Head of Department for Research and Publications
Institute of Rural Development Planning,
P. O. Box 138,
DODOMA - TANZANIA
E-mail: drc@irdp.ac.tz;
Tel: +255 26 2963037

Or

Director
Lake Zone Training Centre-Mwanza
P.O. Box 11957
Mwanza
Telephone: +255 28 2560994/5
Fax +255 28 2560994/5
Electronic Mail (E-mail): mwanza@irdp.ac.tz

9.0 RURAL INFORMATION CENTRE (RIC)

To provide logistical support to the IRDP's research efforts, a Rural Information Centre (RIC) has been established. The centre has micro – computer facilities for data analysis, storage and retrieval of research findings. The centre has relevant data for development planning purposes.

For further details please contact:

Head of Department for Research and Publications
Institute of Rural Development Planning
P. O. Box 138,
DODOMA, TANZANIA
E-mail: drc@irdp.ac.tz
Tel: +255 26 2963037

10.0 GENERAL STUDENTS' INFORMATION

10.1 Dean of Students' Office

The Institute has a Department of Students Welfare whose head is the Dean of Students. Dean is responsible for students' welfare services (counselling, recreation, accommodation, social services, etc).

All matters pertaining to Student Welfare should be addressed to:

Dean of Students (Main Campus),
Institute of Rural Development Planning,
P.O. Box 138,
Dodoma, Tanzania
Tel: +2552629630837
Fax: +255262963036
E-mail: dean@irdp.ac.tz

Or

Dean of Students
Lake Zone Training Centre-Mwanza
P.O. Box 11957
Mwanza, Tanzania

10.2 Registrar's Office

The Office of the Registrar is responsible of processing of students' admission, registration, keeping students' records, and coordination of all matters related to academic affairs including examinations.

All matters pertaining to admissions and examinations should be addressed to:

**The Registrar of Students,
Institute of Rural Development Planning,
P.O. Box 138,
Dodoma, Tanzania
Tel: +2552629630837
Fax: +255262963036
E-mail: registrar@irdp.ac.tz**

10.3 Students' Government

Students have their own Organization known as Mipango Students Organization (MISO). This accepts every Tanzanian student who is registered with the Institute to become its member and conducts its election every year. Right and Privileges are granted to all members.

All correspondence in connection with MISO should be addressed to:-

The Secretary General,
MISO, IRDP,
P. O. BOX 138,
Dodoma, Tanzania
E-mail: miso@irdp.ac.tz

10.4 Students' Residence

10.4.1 Introduction

Given its core task of ensuring quality education, and given the challenges presented to the Institute by the rapid expansion of student enrolment, the Institute has found it necessary to establish an instrument that will shoulder some of its subsidiary responsibilities including facilitating provision of accommodation to students, and hence the establishment of Mipango Students Accommodation Bureau (MISAB) which is a Semi – autonomous body within the Institute's administrative structure. The main task of the bureau is to source and secure from Landlords, accommodation premises to be used as student hostels whose rooms are then sublet to needy students.

10.4.2 Role of MISAB

The Institute of Rural Development Planning does not have a mandated responsibility of providing accommodation for its students. However, in view of the problem of securing convenient student accommodation within Dodoma Municipality at reasonable student rates, the Institute has established a semi – autonomous Bureau for the purpose of assisting students to secure such accommodation.

Prospective IRDP students (tenants) are therefore urged to try to secure accommodation privately before their arrival at Dodoma in the first place, but those who find it difficult to secure accommodation privately should indicate clearly in their application to join the Institute that

they would need to be considered by the accommodation bureau for allocation in the limited vacancies in MISAB hostels.

MISAB will take liberty of contracting people who own hostels and negotiate rental charges.

10.4.3 Types of Hostel Accommodation Available to Students

There are three types of accommodation available through MISAB:

- (i) Hostels owned by IRDP
- (ii) Hostels rented by MISAB
- (iii) Hostels under private landlords who are willing to let IRDP students but whose renting agreements are made between the landlords and individual students. MISAB in this case acts as a clearing house between the contracting parties.

Criteria used in allocating accommodation available to MISAB:

- (i) Foreign students.
- (ii) Students with physical disabilities.
- (iii) First year students who are currently residing away from Dodoma municipality.
- (iv) Continuing female students, currently residing away from Dodoma municipality.
- (v) Continuing male students residing away from Dodoma municipality.
- (vi) Any other students.

Given the order of priority above, MISAB sorts the names of students according to these categories and proceeds with the allocation process. It should be noted that information on application requests for accommodation should be received well before students arrive at the Institute.

10.4.4 Catering Services

Catering services are available. The Institute has several cafeterias offering variety of catering services.

10.4.5 Health Services

Currently, the Institute provides health services through its dispensary located at the main campus Mbwanga area. Each student is required to meet all medical expenses as laid down by the government policy. It is therefore, advisable that each student should have some spare money to spend on medical treatment. Referral medical services can be obtained from St. Gemma Hospital and Dodoma Regional Hospital.

10.4.6 Library Services

The Institute maintains a well-stocked library, which holds approximately 14,756 volumes and pamphlets. Most of the textbooks cover relevant area of specialization of the institute's major objectives, namely; Training, Research and Consultancy. There are other reading materials, research papers miscellaneous reports, maps, local daily and weekly newspapers and some back issues of periodicals. Therefore, the collection has reading materials for the entire community. The library admits external readers (not borrowers) from around Dodoma. The library also offers electronic resources through The Essential Electronic Agricultural Library (TEEAL)

There are library rules and regulations by which every library member is expected to abide after registration. Library opening times are as follows:

Library Opening Hours

Duration	Days	Opening Hours
Term	Monday – Friday	8.30 – 10.00pm
	Saturdays	8.30 – 2.00pm
	Sundays	Closed
Vacation	Monday – Friday	8.30 - 3.30 pm
	Saturdays, Sundays and Public holidays	Closed

11.0 ACADEMIC AND ADMINISTRATIVE STAFF PROFILE

11.1 OFFICE OF THE RECTOR

Rector:

Prof. H.K. Mayaya

PhD (University of Eldoret)
MSc Environ. Sc. (Wageningen University),
BSc with Education (Hons) (UDSM)

Office Management Secretary

Ms. E. Mmasi

Dip. Secretarial Studies (TPSC)
Cert. Secretarial Studies (TPSC)

11.2 Internal Audit Unit

Senior Internal Auditor and Head:

***Mr. T. Mwakipesile

CPA (T) (NBAA)
Adv. Dip (Accounting) (MUCoBS)

Internal Auditor

***Ms. N.E. Kivuyo

CPA (T) (NBAA)
BA Accounts & Finance MUCoBS)

Mr. T. Mwamanyeta

CPA (T) NBAA,
Master Degree in Project Planning,
Monitoring and Evaluation (IRDP).
Bachelor of Accounting (IFM)

11.3 Marketing and Public Relations Officer

Mr. G.H.B. Ngolly

MA International Relations (UDOM)
PG. Dip. Mass Comm.(UDSM)
BA (Education) (Hons) (UDSM)
Dip. Education (Morogoro)
BAPRM (SAUT)

Ms. S. Masanja

B.A Public Relations and Marketing,
Diploma in Software Application and Programming
(Institute of Computer Studies-DSM),
Diploma in International Relations and Diplomacy (Centre
of Foreign Relations),
Certificate in Management Development Programmes for
Executive Assistants level (TPSC), and
Pre-service Typing Course (Tabora Secretarial College)

11.4 Legal Officer

Ms. A. Mjegere

MA Revenue Law and Administration (UDSM)
PG Dip Legal Practices (Law School of Tanzania - DSM)
LLB (MU)

Mr. G.F. Simime

LLM (MU)
PG. Dip Legal Practices (Law School of Tanzania - DSM)
LLB (MU)

11.5 Quality Assurance and Control Unit

Head of Quality Assurance and Control Unit

Dr. C. Geoffrey PhD (Wageningen University)
MSc Geo Info. Sc. and Earth Observation in NRM
Institutions: |ICT Enschede, The Netherlands
PG. Dip. Environmental Planning (IRDP), Adv.
Dip. Comm. Devt. (CDTI-Tengeru)

Coordinators of Quality Assurance Main Campus, Dodoma

Prof. H. W. Mwatawala Quality Assurance Coordinator: Research and
Consultancy

****Mr. P. Moshala Quality Assurance Coordinator: Long and Short
Training Programmes

Dr. T. Mwangi Quality Assurance Coordinator: General
Management (Human Resources)

Vacant Quality Assurance Coordinator: General
Management (Accounts and Finance)

Coordinators Quality Assurance Lake Zone Training Centre-Mwanza

Mr. M.P. Yaqumba Quality Assurance Coordinator: Academic
Affairs

11.6 Procurement and Management Unit (PMU)

Head of procurement Unit:

CPSP (T) Gabriel A. Kimaryo Masters of Supply Chain Management
Certified Procurement and Supplies
Professional (CPSP) (PSPTB)
Bachelor of Arts in Procurement and Supply
Management
(BA-PSM) (SUA)

Procurement Officers

CPSP (T) Tumaini Ezekiel Certified Procurement and Supplies
Professional (CPSP) (PSPTB)
Advance Diploma in Procurement and
Logistic Management (PLM) (IAA)

CPSP (T) Justin C. Kahurananga Certified Procurement and Supplies
Professional (CPSP) (PSPTB)
Bachelor of Arts in Procurement and Supply
Management (BA-PSM) (SUA)

CPSP (T) Yaweaihiwake Macha Certified Procurement and Supplies Professional (CPSP) (PSPTB) Advance Diploma in Procurement and Logistic Management (PLM) (IAA)

12.0 OFFICE OF THE DEPUTY RECTOR ACADEMICS, RESEARCH AND CONSULTANCY

12.1 Deputy Rector ARC:

Prof. P.J. Dimoso PhD (UDSM); MA. Development Policy Analysis (MU); PG Dip. Poverty Analysis (ISS/ESRF/REPOA) and Adv. Dip. Business Administration (IDM).

Personal Secretary:

Ms. R. M. Nandol Cert. Secretarial Studies (TPSC) Tabora

12.2 Admission and Examinations Unit

Registrar:

Prof. M. N. Malila PhD (SUA)
MA Rural Development (SUA)
BA Education (Hons) UDSM
Dip. Education (Korogwe T.C)

Personal Secretary:

Ms. P. Chimya Certificate in Secretarial Services (TPSC)
Diploma in Secretarial Services (TPSC)

Admissions Coordinators:

Mr. H. Mtawa Bachelor Degree in Political Science and Public Administration (University of Dodoma)
Master Degree in Public Administration (University of Dodoma)

Ms. V. Sangali Bachelor of arts with education (Dar es salaam University Collage of Education)

Admissions Officer

Mr. R. Mandoa	Bachelor of Education (Arts)-(University of Dar es salaam) Master of Education management and administration (MEMA) - (University of Dar es salaam)
Ms. Frida G. Mushi	Master Degree in Education and Management (SAUT) Bachelor Degree in Education (OUT) Diploma in Education (OUT) Certificate in Education (Patandi T.C)

Examination Officer

Mr. L.L. Mapunda	Master Degree in Project Planning, Monitoring and Evaluation (IRDP) BA. Education (UDOM)
Ms. G. Msoka	Bachelor of Education (Arts)-(Tumaini University-Iringa)

Examination Coordinators:

Mr. S. Fuime	MSc. Entrepreneurship Development (MU) Bachelor Degree in Development Finance and Investment (IRDP) Diploma in Education (Morogoro T.C)
Ms. L. Macha	MA Cooperative and Community Development (MUCO) BA Community Development (SUA)
Mr. J.A. Ruteganya	BA Community and Development Studies (ARU) Master of public policy (climate change policy) (Hallym University) - (SOUTH KOREA)
Mr. I.F. Mpeta	MA Demography (UDOM) BA Population and Development Planning (IRDP)

Mr. O.M. Mpsa

MSc in Economics (MU)
Bachelor of Education in Economics and Mathematics (MU)
Diploma in Educ. (Monduli T.C)

12.3 Library Services Unit

Head of Library Unit:

Dr. J.J. Manyerere

PhD (Kwa Zulu Natal, South Africa)
MA. Information Studies (UDSM)
Bachelor Degree in Library and Information studies (Makerere University)
Dip. in Library and Information Studies (School of Library Archives and Documentation Studies (SLADS) - Bagamoyo)
Certificate of Library and Information Studies (SLADS-Bagamoyo)

Members

**Mr. E. L. Mhokole

Bachelor Degree in Library and Information Studies (Tumaini University)
Certificate in Library and Information studies (SLADS-DSM)

** Mr. S. A. Mbegani

Bachelor Degree in Library and Information Management (Open University of Tanzania)
Certificate in Foundation Course (OUT)
Certificate in Library archives and documentation Studies (SLADS)

Ms. F.D. Yesaya

Bachelor Degree in Library and Information Management (Mzumbe-Morogoro))
Diploma in Library and Information studies (SLADS-Bagamoyo)
Certificate in Primary Education (Mpuguso-TTC)

*Ms. R. J. Kiaze

Diploma in Library and Information studies (SLADS-Bagamoyo)
Certificate in Library and Information studies (SLADS-Bagamoyo)

*Mr. K. L. Gwimile

Diploma in Library and Information studies (SLADS-Bagamoyo)
Certificate in Library and Information studies (SLADS-Bagamoyo)

Ms. F.V. Mwingira

Diploma in Library and Information studies

(SLADS-Bagamoyo)
Certificate in Library and Information studies
(SLADS-Bagamoyo)

Ms. A.B. Lubuwa
Diploma in Library and Information studies
(SLADS-Bagamoyo)
Certificate in Library and
Information studies (SLADS-
Bagamoyo)

Ms. E.U. Mbise
Diploma in Library and Information studies
(SLADS-Bagamoyo)
Certificate in Library and Information studies
(SLADS-Bagamoyo)

Mr. E. J Yohana
Certificate in Library and Information studies
(SLADS-Bagamoyo)

Mr. V. P. Kabalimu
Certificate in Library and Information studies
(SLADS-Bagamoyo)

Ms. D.M. Sanga
Certificate in Library and Information studies
(SLADS-Bagamoyo)

Ms. F. J. Wanna
Certificate in Library and Information studies
(SLADS-Bagamoyo)
Diploma in Adult and Continuing Education
(IAE-Dsm)

12.4 Information and Communication Technology Unit

Head of ICT Unit:

Mr. S. M. Lugaimukamu
MSc Information Security (IAA)
BSc Computer Science and Engineering
(St. Joseph University Tanzania)

Members

****Mr. F. Ngalawa
MSc IT and Management (Avinashilligham University
India and IFM)
Adv. Dip. Information Technology (IAA)

****Mr. B. Mwalugeni
MSc Urban and Regional Development Planning and
Management (Dortmund
University), PG. Dip. Environmental Planning (IRDPA)
Adv. Dip. Information Technology (IAA)

Mr. B. Nanai
BSc Computer Science (UDOM)

Diploma in Computer Science (UDSM)

**Mr. M.D. Mkilania

Dip. Computer Science and Engineering (St. Joseph University Tanzania)

Mr. S.E. Maliwa

Dip. Computer Science (UDSM)

12.5 Manager, Furaha Hostel

Dr. B.M. Sospeter

PhD (UDSM)

MA Rural Development (SUA)

BSc Home Econ. & Human Nutrition (SUA)

ICT

*Mr. E. R. Isae

Diploma in Accounts (CBE), FTC Computer Engineering – DIT, Certificate in Information Technology (VETA)

Assistant Dean of Students

Ms. E.M. Shitindi

BA. Sociology (UDOM)

Estate

Mr. R. Mkwizu

Trade Test Grade 1: Carpentry and Joinery (VETA)

Coordinator of Postgraduate Studies

Mr. S. Mwaseba

MA Economics (UDSM)

BA Education (UDSM)

Coordinator of Postgraduate Studies-Evening Session

****Mr. T. Shauri

MSc Agric. Econ. (SUA)

BSc Agric. Educ. and Extension (SUA)

13.0 DEPARTMENT OF RURAL DEVELOPMENT AND REGIONAL PLANNING

Senior Lecturer and Head of Department:

Dr. Y. Mgale

PhD in Agricultural Economics and Management

(Jilin Agriculture University)

MA Economics (MU)

BSc Agric Econ and Agribusiness (SUA)

Personal Secretary:

Ms. J. Joseph
Diploma in Secretarial Studies (TPSC)
Certificate in Secretarial Studies (TPSC)

Driver:

Mr. M.J. Ng'webeya
Certificate of Secondary Education, (Geita SS); Certificate in Motor Vehicle Mechanics Grade One (Metro Institute of Technology, Tanga); and Certificate in VIP Advanced Driving Grade Two (NIT-DSM).

Departmental Admission and Examination Officers (DAEO):

Mr. C. Haaly
MSc. Crop Science (SUA)
BSc Education (OUT)

Ms. E. Sentongo
Master Degree in Development Economics (IRDP)
Bachelor Degree in Regional Development Planning (IRDP)

Associate Professor

Prof. H. Mwatawala
PhD (SUA)
MSc Agric. (SUA)
BSc Animal Sc. (SUA)

Prof. M.M. Msaki
PhD (Kwa Zulu Natal, South Africa); MA. in Rural Development (SUA); and BSc. in Agriculture (SUA).

Senior Lecturers:

Dr. S. Mamboya
PhD (UDOM); MSc. in Development Policy Analysis (MU); PG. Dip. Environmental Planning (IRDP); Adv. Dip. Environmental Planning (IRDP); and Dip. Education (Mkwawa TC).

Dr. D. K. Buberwa
PhD (UDOM)
MA Policy Studies (University of Zimbabwe)
BA Sociology (Hons) (UDSM)

Dr. T. Mwageni
PhD (MU)
MSc Urban Planning and Mgt (ARU)
PG. Dip. Regional Planning (IRDP)
Adv. Dip. Regional Planning (IRDP)

Lecturers

****Mr. T. Shauri	MSc Agric. Econ. (SUA) BSc Agric. Educ. and Extension (SUA)
****Mr. A. Sarwatt	MSc Development Policy (MU) PG. Dip. Poverty Analysis - (ISS/ ESRF/ REPOA), PG. Dip. Regional Planning (IRDP), Adv. Dip. Regional Planning (IRDP)
****Ms. J. J. Mbilinyi	MSc Regional Development Planning & Mgt. (Dortmund University of Science & Technology, German in collaboration with Kwame Nkrumah University of Science & Technology, Ghana) PG. Diploma Regional Planning (IRDP) Adv. Diploma Regional Planning (IRDP)
****Mr. E.S. Mwang'onda	MA Economics (UDSM) BA Economics (UDSM)
Ms. F. Mberege	MA Economics (MU) BA Education (UDSM)
Mr. S. Mwaseba	MA Economics (UDSM) BA Education (UDSM)
****Ms. I. O. Gillo	Master in Community Planning & Development (La Trobe University, Bendago) MA. Development Studies (UDOM) Bachelor Degree in Regional Dev Planning (IRDP) Dip. Educ (Mpwapwa TTC)

Assistant Lecturers:

Mr. S. Malugu	MBA (UDOM) BA Economics (MU)
Dr. R. A. Lumenyela	PhD Agricultural Economics (SUA) MSc. Agricultural Economics (SUA) Bachelor of Rural Development(SUA)
Mr. T. Bakari	Master Degree in Development Economics (IRDP); Bachelor in Regional Development Planning (IRDP); Dip. in Education (Silesian Seminary TC); and Certificate in Social

Welfare (Institute of National Social Welfare, Kijitonyama-DSM).

- Mr. K. P. Kiula MSc in Development Planning and Management, (TU-Dortmund, German in collaboration with Kwame Nkrumah University of Science & Technology, Ghana); PG. Diploma in Economic Diplomacy (Centre for Foreign Relations, Dar es salaam); and Adv. Diploma in Regional Planning (IRDP).
- Mr. C. Mulisa MA Project Planning and management (Kabala University, Uganda); Bachelor Degree in Project Planning, Management and Community Development (UDOM); and Dip. In Education (Mtwara TC).
- ***Ms. H. P. Mmanda MSc Urban Planning and Management (ARU); BSc Regional Development Planning (ARU); and Certificate in Introduction to GIS (ARU).
- Mr. O.M. Mpsa MSc in Economics (MU)
Bachelor of Education in Economics and Mathematics (MU)
Diploma in Educ (Monduli T.C)
- Mr. M. Y. Nestory MSc in Project Planning and Management (MU)
Bachelor of Arts in Project Planning Management and Community Development (BA PPMCD) -UDOM
- Mr. O. M. Yusuf Master Degree in Project Planning, Monitoring and Evaluation (MPPME) (IRDP)
Bachelor of Arts in Project Planning, Management and Community Development (BA PPMCD) (UDOM)
- Ms. F. V. Mlage Masters of Arts in Rural Development (SUA)
Postgraduate Diploma in Education (OUT)
Bachelor Degree in Regional Planning (IRDP)
Diploma in Education (Morogoro T.C)
- Ms. T. G. Rwela Masters of Arts in Development Studies (UDOM)
Bachelor Degree in Regional Planning (IRDP)
Diploma in Education (Morogoro T.C)

Tutorial Assistants:

Ms N. Nnko

BSc Applied Agric. Extension (SUA)
Ordinary Diploma (LITA-Tengeru Campus)
Technician Certificate (LITA-Tengeru Campus)

Programme Coordinators:

Ms. T. Rwela

Certificate in Rural Development Planning

Mr. S. Alex

Diploma in Development Planning

DR. R. Lumenyela

Bachelor Degree in Development Economics

Mr. E. Bikelenke

Bachelor Degree in Regional Development
Planning

Mr. O. Magasha

Bachelor Degree in Project Planning and
Management

Dr.T. Shauri

Postgraduate programmes

14.0 DEPARTMENT OF ENVIRONMENTAL PLANNING

Senior Lecturer and Head of Department:

Dr. G. I. Mnyone PhD (ARU)
MA Geo Info. Mgt. for Rural Dev. and
Resource Management (ITC, The Netherlands)
PG. Dip. Land Management and Regularization
of Information Settlements (IHS- The
Netherlands)
Adv. Dip. Urban and Rural Planning (Ardhi
Institute)

Personal Secretary:

Ms. L. Daniel Diploma in Secretarial Services (TPSC)
Certificate in Secretarial Services (TPSC)

Departmental Admissions and Examinations Officer:

Mr. E.W. Simule Bachelor of Arts in Kiswahili Linguistics (UDOM)

Professors:

Prof. I.J. E. Zilihona PhD (Helsinki)
MSc Environmental Biology
(Helsinki)
BSc Forestry (SUA)

Prof. I.B. Katega PhD (UDSM)
MSc Economics of Urbanization and Managing the
City Economy London University
PM Geog. Info Mgt –ITC, The Netherlands
PG. Dip. Human Settlement Analysis (India)
Adv. Dip. Urban and Rural Planning, Ardhi Institute

Associate Professor:

Prof. O.B. Mzirai PhD (SUA)
MSc Agric. Eng. (SUA)
BSc Agric. Eng. (SUA)

Prof. F. H. Mgumia PhD (SUA)
MSc Mgt. of Natural Res. and Sust. Agric.
(University of Norway)
BSc Forestry (SUA)

Prof. H. K. Mayaya PhD (University of Eldoret)
MSc Environ. Sc. (Wageningen University)

	BSc with Education (Hons) (UDSM)
Prof. Y.O. Mnguu	PhD (University of Philippines, Los Baños) MSc Soil Science and Land Mgt. (SUA) BSc Agric. (SUA)
Senior Lecturers:	
Dr. F. B. Njau	PhD (SUA) MSc Agronomy (Nottingham - UK) BSc Agric. (SUA)
Dr. I. Regnard	PhD (UDOM) MSc Agric. Economics (SUA) BSc Home Ec. and Hum. Nutr. (SUA)
Prof. C. Hyandye	PhD (Nelson Mandela African Institution of Science & Technology) Master of Engineering in Environmental Science (China University of Geosciences) BSc Env. Science & Mgt (SUA)
Lecturers:	
Dr. M.M. Maguta	PhD (University of Oslo, Norway) MSc Degree in Environmental Science University of Dar- es- Salaam (Tanzania) BSc General (Chemistry and Statistics) University of Dar- es- Salaam (Tanzania)
****Mr. F.N. Mbowe	MSc Urban and Regional Dev. Planning (Dortmund and ARU) PG. Dip. Urban Planning and Mgt (UDSM) Adv. Dip. Urban and Rural Dev. (Ardhi Institute)
Mr. G.S. Temu	MSc Regional Development Planning & Management (TU Dortmund – UACH Chile) BSc Urban and Regional Planning (UDSM)
****Ms. H. Francis	MSc Urban Planning and Management (UDSM) BSc Urban and Regional Planning (UDSM)
****Mr. Masumbuko	I.S. MPhil Env. Planning & Mgt. (MOI University) PG. Dip. Environmental Planning – IRDP BA Education (UDSM)
Mr. B. Mwalugeni	MSc Urban and Regional Development Planning

and Management (Dortmund University), PG. Dip. Environmental Planning (IRDP)
Adv. Dip. Information Technology (IAA)

Mr. M.S. Juma MSc Integrated Sanitation Management (UDSM)
BA Geography and Environmental Studies (UDSM)

Ms. A.B. Chawene MSc Natural Resources Assessment & Management (UDSM)
Bachelor Degree in Environ Planning and Mgt. (IRDP)

Assistant Lecturers:

****Mr. P.E. MSc Urban Planning and Management (ARU)
Chiwanga Bachelor Degree in Environmental Planning (IRDP)

Ms. R. W. Kanyatila MSc. Urban and Regional Development Planning and Management (Technical University of Dortmund-Germany)
Bsc. Regional Development Planning (ARU), Certificate in Business Entrepreneurship (UDSM)

Mr. G.F. Pambila Master Degree in Urban and Regional Development (University of Seoul, International School of Urban Science (ISUS), Republic of South Korea)
BSc in Urban and Regional Planning (URP) (UDSM)

Programme Coordinators:

Mr. M.S. Juma Bachelor Degree in Environmental Planning and Management

Mr. G.S. Temu Bachelor Degree in Urban Development and Environmental Management

15.0 DEPARTMENT OF POPULATION STUDIES

Senior Lecturers and Ag. Head of Department:

Dr. M. Mgabo
PhD in Public health (Tumaini University)
Master Degree in Sociology (Makerere University, Uganda)
Bachelor Degree in Sociology (University of Dar es salaam)

Personal Secretary:

Ms. P. Foya
Diploma in Secretarial Studies (TPSC-Tabora).
Certificate in Secretarial Studies (TPSC-Tabora)

Departmental Admissions and Examinations Officer:

Mr. Erick Simule
Bachelor of Arts with Education
(University of Dodoma)

Mr. Hamad Mgando
Master Degree in Environmental and Management Planning (MEPM)-
(IRDP)
Bachelor of Arts with Education
(Muslim University of Morogoro)

Associate Professors:

Prof. M.N. Malila
PhD (SUA)
MA Rural Development (SUA)
BA Education (Hons) UDSM
Dip. in Education (Korogwe T. C)

Prof. T.R.K. Mdendemi
PhD (UDOM)
MA Population Studies (RIPS –
University of Ghana)
PG. Dip. Regional Planning (IRDP)
BA Economics (UDSM)

Senior Lecturers:

Dr. D.A.R. Bashemera
PhD Demography (UDSM)
MBA Corporate Mgt. (MU)
PG. Dip. Pop. & Sust. Dev. (Cairo-
Egypt), PG. Dip. Regional
Planning (IRDP), Adv. Dip.
Comm. Dev. (Tengeru)

****Mr. M. R. Mgabo

MA Sociology (Makerere)
BA Sociology (UDSM)

Dr. C. Geoffrey

PhD (Wageningen University)
Master Degree in Geo Info. Sc. and
Earth observation in Natural Resource
Mg (ITC, The Netherlands) PG. Dip.
Environmental Planning (IRDP)
Dip. Comm. Devt. (CDTI-Tengeru)

****Mr. P. E. Mosha

MA Statistics (UDSM)
BA Statistics (UDSM)

Lecturers

Dr. E. M. Ayo

PhD (Nelson Mandela African
Institution of Science &
Technology)
MSc Tropical Animal Prod (SUA)
BSc Agriculture (SUA)
Dip. Animal Prod. (Uyole Agric.
Training Institute)

****Mr. R.J. Ndaro

MA Demography (UDOM)
Bachelor Degree in Pop. and Dev.
Planning (IRDP)
Dip. Education (Butimba TTC)

Mr. H. E. Mabwe

MA Development Studies
(UDOM)
Bachelor Degree in Pop. and Dev.
Planning (IRDP)

****Mr. I.H. Issa

MA Demography (UDOM)
Bachelor Degree in Pop. & Dev.
Planning (IRDP)
Dipl. Educ. (Dar ul Muslemeen
TTC)

Assistant Lecturers:

Mr. E. Homanga

MSc Info. Tech. and Mgt
(Avinashilligham and IFM)
Adv. Dip. Rural and Urban
Planning (Ardhi Institute)
Adv. Dip. Info. Tech (IFM)

Mr. R. Nkonoki	MA Demography (UDSM) BA Education (UDSM) Dip. Educ (Kleruu TTC)
****Mr. S.C. Winani	Master in Public Health (Royal Tropical Institute, The Netherlands). MBA (UDOM). Bachelor Degree in Popn and Devt. Planning (IRDP). Dip. Community Based Health Promotion (Leeds Metropolitan, UK) Dip. in Environmental Health Sciences (UDSM)
Mr. N.B. Sende	MA Statistics (EASTC) BA Mathematics and statistics (MWECAU)
Ms. E.B. Ngilangwa	MA Community Development and Project Mgt (Tumaini University – Iringa University) BA Community Development (Tumaini University- Iringa University College)
Ms. S.J. Kilawe	MA Community Development (Yonsei University-South Korea) BA Education (SAUT)
Mr. I.F. Mpeta	MA Demography (UDOM) BA Population and Development Planning (IRDP)
****Mr. K. S. Dede	MA Population Studies (Ghana) Bachelor Degree in Population and Development Planning (IRDP) Dip. Educ (Kleruu TTC)
Ms. L. Macha	MA Cooperative and Community Development (MUCO) BA Community Development (SUA)

****Mr. A. Rwezaula	Master of Business Administration (Corporate Management) Postgraduate Diploma in Regional Planning (IRDP) Advanced Diploma in Regional Planning (IRDP) Full Technician Certificate in Engineering (DIT)
Mr. A.J. Mkelenga	MA Statistics (UDSM) BA Statistics (UDSM)
Mr. S. Paul	Masters in Mathematics (UDSM) BSc. Ed. (DSM), Diploma in Education (Morogoro Teachers' Training College)
Ms. M. Mashinde	Master's in education (St. John's university of Tanzania) Bachelor of education (St. John's university of Tanzania)
Mr B. Magori	Master's in Mathematical Modelling (UDSM) Bachelor of Education in Mathematics(Iringa university Diploma in education (Korogwe T.C)
Mr. K. L. Hamenya	Master of Official Statistics (EASTC) Bachelor Degree in Population and Development Planning (IRDP)

Tutorial Assistants

***Mr. J.R. Adelhardus	BA Community and Development Studies (ARU)
Ms. F.E. Senga	BA Community Development with bias in MCDPS (Tengeru Institute of Comm. Dev.)

Programme Coordinator

Mr. A. Mkelenga	Bachelor Degree in Pop. and Dev. Planning
Dr. M. Sagumo	Bachelor Degree in Planning and Community Development
Ms. S. Kilawe	Certificate in Community Development
Mr. S. Paul	Diploma in Community Development

16.0 DEPARTMENT OF DEVELOPMENT FINANCE AND MANAGEMENT STUDIES**Professor and Head of Department:**

Dr. J. K. Namabira	PhD in Management Studies Specializing in Human Resource Management (University of Nicaragua in Collaboration with Texila American Universities) MSc Business Administration (UDOM) PG. Dip. Mgt. Studies (Uganda Mgt. Institute) BA. Ethics and Dev. Studies (Uganda Martyrs University)
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Personal Secretary:

Ms A. Chigela	Ordinary Diploma in Secretarial Services (TPSC)- TABORA Basic Technician Certificate in Secretarial Studies (TPSC) - TABORA
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Department Admission and Examination Officer

Ms. L.M. Mlay	Master Degree in Project Planning, Monitoring and Evaluation (IRDP) Bachelor Degree in Population and Development Planning (IRDP) Dip. Education (Korogwe TTC)
Mr. D.G. Mchomvu	BA Education (UDSM)

Senior Lecturers:

Dr. V.L. Timothy

PhD (Liaoning, China)
MBA (Liaoning, China)
BA Commerce (UDSM)
CPA(T) NBAA

Dr. G.P. Mwembezi

PhD (OUT)
MBA (MU)
MA Economics (OUT)
Adv. Dip. in Regional Planning (IRDP)

Dr. B. M. Sospeter

PhD (UDSM)
MA Rural Development (SUA)
BSc Home Econ. & Human Nutrition (SUA)

****Mr. E.A. Hauli

MA Linguistics (UDSM)
BA Education (Hons) (UDSM)

Lecturers:

Dr. J. K. Namabira

MSc Business Administration (UDOM)
PG. Dip. Mgt. Studies (Uganda Mgt. Institute)
BA. Ethics and Dev. Studies (Uganda Martyrs University)

****Ms. R. Mroso

MA Human Resource Mgt (MU)
BA Human Resource Mgt (Institute of Social Work)

****Ms. U. Mmari

MPA (UDOM),
PG. Dip. Regional Planning (IRDP),
Adv. Dip. Environmental Planning (IRDP)
Dip.Educ. (Monduli)

Ms. D.S. Malugu

MBA (UDOM)
BA with Educ. (Hons) (UDSM)

****Mr. B. M. Musoma

MA Development Studies (UDOM)
Bachelor Degree in Population and Development Planning
(IRDP)

Ms. T. Chusi

MSc Economics (Osmania University-India)
PG. Dip. Business Management (Osmania University-India)
BA Accountancy & Finance (SAUT)

Ms. L. Kihupi

MBA (Wales-UK),

	PG. Dip. in Regional Planning (IRDP), Adv. Dip. in Environmental Planning (IRDP)
****Mr. G.G. Lubawa	MBA Accounting and Finance (Ruaha), Bachelor of Accounting and Finance (MU))
****Mr. S.K. James	MSc Human Resource Management (MU) BA Education (UDSM)
Mr. G. Lusanjala	MBA (MU) Adv. Dip. Accounting (TIA)
Assistant Lecturers:	
Ms. M. Sesela	MSc Accounting and Finance (MU) PG. Dip. Regional Planning (IRDP) Adv. Dip. Regional Planning (IRDP)
****Mr. F.A. Ngalawa	MSc Information Technology Management (Avinashilingam) Adv. Dip. Information Technology (IAA)
Mr. G.W. Simime	LLM (MU) PG Dip. Legal Practice (UDSM) LLB (MU)
Mr. H.A. Dobogo	MSc Finance (SJUT) Bachelor of Accounting and Finance (SJUT)
Mr. J.C. Kalulu	Master Degree in Development Economics (IRDP) Bachelor Degree in Development Finance & Investment Planning (IRDP)
Mr. S.M. Lugaimukamu	Master Degree in Information Security (IAA) Bachelor of Engineering in Computer Science and Engineering (St. Joseph University of Tanzania)
Ms. N.E. Shauri	MSc Information Technology and Management (IFM & Avinashilingam University) Adv. Dip. Information Technology (IFM) Certificate in Information Technology (IFM)
Mr. S.M. Nzowa	MBA (UDSM) BBA – International Business (OUT) BA Education (UDSM)
Mr. M.H. Baruti	MSc Accounting and Finance (MU)

Adv. Dipl. Accountancy (SAUT)
CPA (T) (NBAA)

Mr. H.J. Kiloloma
MSc Finance and Investment (IFM)
Bachelor Degree in Banking and Finance (IFM)
CPA (T) (NBBA), CPB (Tanzania Institute of Bankers)

Ms. B.R. Magaria
MPA (UDOM)
BA Educ. (St. John's University of Tanzania)

Ms. A.K. Majenga
MA Linguistics (UDOM)
MBA Entrepreneurship (UDOM)
BA Education (UDSM)

Mr. S.J. Fuime
Msc. Entrepreneurship Development (MU)
Bachelor Degree in Development Finance & Investment
Planning (IRDP)

Mr. H.P. Kandore
BA Sociology (USDM)
MSc Development Policy (MU)

Mr. M. Moshiro
Master of Information Management and Systems (La Trobe)
BSc Computer (UDSM)

Mr. E.K. Justine
MA Linguistics (UDSM)
BA Education (UDSM)

Mr. H. Mtawa	Master in Public Administration (UDOM) Postgraduate Diploma in Education (OUT) BA Political Science and Public Administration (UDOM)
Mr. L.X. Mbawala	Bachelor of Engineering in Computer Science and Engineering (St. Joseph)

Tutorial Assistants:

Mr. J.A. Tarimo
BA English (UDOM)

Ms. W.R. Donald
BBA Entrepreneurship Development (MU)

Ms. H.A. Callist
CPA (T) (NBAA)
BA Cooperative Management and Accounting (MUCCOBS)

Programme Coordinators:

Ms. B.R. Magaria
Certificate in Development Administration and Management

Dr. Martin Tetti	Diploma in Development Administration and Management
Mr. Mawazo Baruti	Bachelor Degree in Development Finance and Investment Planning
Dr. G. Mwembezi	Bachelor Degree in Human Resource Planning and Management Master Degree
Ms. D.S. Malugu	Bachelor Degree in Business Planning and Management

17.0 DEPARTMENT OF RESEARCH, CONSULTANCY AND PUBLICATIONS

Research Fellow and Head of Department:

Dr. H.A. Mpogole	PhD (SUA) MBA (UDSM) BSc Education (UDSM)
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Personal Secretary:

Ms. K.J. Sunzu	Certificate Secretarial Studies (CCT, Dodoma)
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Coordinator of Consultancy services:

Mr. K. P. Kiula	MSc. Development Planning and Management, (TU-Dortmund, German & Kwame Nkrumah University of Science & Technology, Ghana); PG. Diploma in Economic Diplomacy (Centre for Foreign Relations, Dar es salaam); and Adv. Diploma in Regional Planning (IRDP).
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Coordinator of RIC and Publications:

Dr. M.M. Maguta	PhD (University of Oslo, Norway) MSc Degree in Environmental Science University of Dar- es- Salaam (Tanzania) BSc General (Chemistry and Statistics) University of Dar- es- Salaam (Tanzania)
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Coordinator of Short Courses:

****Mr. E. Hauli	MA Linguistics (UDSM) BA Education (Hons) (UDSM)
------------------	---

Assistant Lecturer

Mr. B. G. Kauki	Msc. Climate Change and Sustainable Development (UDSM) Bachelor Degree in Geography and Environmental Studies (UDSM)
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Research Fellow Trainee:

***Ms. M.O. Quiyenga	Bachelor Degree in Regional Development Planning Institute (IRDP) Dipl. in Education (Kleruu TTC)
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Coordinator of Mipango Entrepreneurship and Innovation (MEI) Centre

Prof. C. Hyandye PhD (Nelson Mandela African Institution of Science & Technology)
Master of Engineering in Environmental Science (China University of Geosciences)
BSc Env. Science & Mgt (SUA)

18.0 LAKE ZONE TRAINING CENTRE -MWANZA

Associate Professor and Director of the Lake Zone Training Centre- Mwanza

Prof. J. Nkonoki PhD (SUA)
MSc Forestry (SUA)
Bsc Forestry (SUA)

Personal Secretary

Ms. I. N. George Diploma in Secretarial Studies (TPSC)
Certificate in Secretarial Studies (TPSC)

Admission and Examinations Coordinator

Ms. R. Babere Bachelor Degree in Population and Development Planning (IRDP)

Admission Coordinator

CPA Awadh Mohamed CPA (T) NBAA
Msc. Accounting and Finance (MU)
BA Accounting and Finance (MU)

Senior Lecturer & Head of Academic Unit

Dr. D.F. Mpetu PhD (MU)
MA Dev. Economics (ISS, The Netherlands)
PG. Dip. Regional Planning (IRDP)
BA Economics (Hons) (UDSM)
Dip. Education (Tabora TTC)

Personal Secretary

Ms. J.M. Bonzo Diploma Secretarial Studies (TPSC)
Cert. Secretarial Studies (TPSC)

Associate Professor and Head of Administration Unit

Prof. J. B. Nkonoki PhD (SUA)
MSc Forestry (SUA)
BSc Forestry (SUA)

Personal Secretary

Ms. L.L. Boniface Cert. Secretarial Studies (TPSC)

Assistant Lecturer and Basic Technician Certificate Programme Coordinator

Ms. G. Mafwolo Master Degree in Environmental Planning and Management (IRDP)
Bachelor Degree in Environmental Planning and Management (IRDP)
Ordinary Diploma in Community Development (Rungemba Comm. Devt. Institute)

Mr. D. Ngutunyi Bachelor Degree in Education Policy and Management (Bed PM) (OUT)
Diploma in Human Resource Management (DHRM) Institute of Social Work (ISW)
Dip Educ. (Korogwe TTC)

Assistant Lecturer and Bachelor Degree Programme Coordinator (BDRP)

Ms. C.M. Lukuvi Masters of Public Administration (UDOM)
Bachelor of Education (Language) Tumaini University (Makumira University College)

Assistant Lecturer and Head of Department

Mr. M.P. Yaqamba Master Degree in Development Economics (IRDP)
Bachelor Degree in Rural Development Planning (IRDP)
Certificate in Rural Development Planning (IRDP)

Assistant Lecturer and Bachelor Degree Programme Coordinator (BD Economics)

Ms. M. Baus M.Sc. Economics (MU)
BA Economics (ARU)

Senior Lecturer and Coordinator of Postgraduate Studies

Dr. B. Mbasa PhD Development Studies (UDOM)
MA Development Studies (UDOM)
BA Culture and Heritage (UDSM)

Lecturer and Coordinator of Research and Consultancy

Dr. M. Byaro Ph.D. University of Zambia
M.Sc. Economics (MU)
Agr. Economics (SUA)

Lecturers

****Mr. D. Ngwilizi MA Economics (UDSM)
BA Education (UDSM)

**** F.A. Mfinanga MA Development Studies (UDOM)
Bachelor Degree Environmental Planning and Mgt. (IRDP)
Diploma in Educ. (Kleruu T.C)

Assistant Lecturer and Coordinator of Short Courses

Mr. N. Ngowi MA Public Administration (UDOM)
Bachelor of Education in Art (BeD Arts) (UDOM)

Assistant Lecturers

****Mr. J. Mkomagi MSc Urban Planning and Management (ARU)
Bachelor Degree in Environmental Planning and
Management (IRDP)

****Mr. E Kanire MBA (Sunderland, UK)
Advanced Professional Diploma in Management Studies
(Ethames Graduate School)
Adv. Dip. In Environmental Planning (IRDP)

****Dr. Caroline Ngereza PhD Statistics and Mathematics
MA Statistics (UDSM)
BA Statistics (UDSM)

Tutorial Assistants

Ms. J. Temba BA Economics (SAUT)
***Mr. Aloyce Ngwema BA (UDOM)
***CPA Mr. Awadh Mohamed BAF (MU)

Senior Lecturer and Head of Department of Population Studies

****Ms. G. Benedict MBA (UDOM)
Bachelor Degree in Population and Development
Planning (IRDP)

Librarian

Mr. P. Chiduo M.A. Information Studies (UDSM)
BA Library & Info. Sc. (Makerere University)
Diploma Library (SLADS – Bagamoyo)
Mr Amos Mussa MA Library Information and Management (OUT)
BA Library Information and Management (OUT)

Principal Accountants

Mr. A. S. Ansi Bachelor of Accountancy (IFM)
Diploma in Accountancy (TIA)
CPA (T) R. Salim Bachelor of Accountancy (UDOM)
Mr. E. Njoni Bachelor of Accountancy (IAA)
Mr. E. Sapaya Bachelor of Accountancy (TIA)

Mr. C. Kalonga ADA (CBE)

Human Resource Officer

Mr. O. Mdoe BA Public Administration in Human Resource Management (MU)

Procurement Officer

Mr. T. Kipanga BBA-Procurement&Logistics Mgnt (MU)

Mr. D.B. Makebe Bachelor Procurement and Supply Management (BPS) (CBD- DSM)
Diploma in Procurement and Supply Management (DPS)
Certificate in Procurement and Supply Management (CPS)

Open Registry Office

Ms. R. Mpanji Certificate Records Management (TPSC)

Ms. H. Said Dip. Records Management (TPSC)
Certificate Records Management (TPSC)

Matron

Ms. G.L. Mkali MBA (MU)
Bachelor Degree in Human Resource Management (ISW)
Diploma in Education (Mpwapwa)

Dean of Students

Mr. G. Ikongo BA Education (UDOM)

Estate

***Mr. D. M. Israel BSc Land Management and Valuation (UDSM)

19.0 OFFICE OF THE DEPUTY RECTOR-PLANNING, FINANCE AND ADMINISTRATION

19.1 Deputy Rector:

Dr. V. L. Timothy PhD (Liaoning University)
MBA (Liaoning University)
BA Commerce (UDSM)

Personal Secretary

Ms. K. John Ordinary Diploma in Secretarial Studies (NTA level 6) (TPSC),
Basic Technician Certificate in Secretarial Studies (NTA

level 4) (TPSC)

19.2 Department of Planning

Planning Officer and Acting Head of Department

Mr. S. A. Panga
MA Development Policy Analysis (MU)
Adv. Diploma Regional Dev. Planning (IRDP)
Diploma Intern Tourism and Travel Agencies (Dodoma)

Planning Officers

Ms. F. E. Kayombo
MA Economics (MU)
BSc Environmental Engineering (UDSM)

Mr. F. J. Mbonde
MA Development Policy Analysis (MU)
Adv. Diploma Environmental Planning (IRDP)
Cert. Rural Development Planning (IRDP)

Mr. C. Kuzenza
MA Development Studies (UDOM)
Bachelor Degree in Regional Dev. Planning (IRDP)
Diploma Education (Tabora)

19.3 Department of Human Resource and Administration

Head of Department of Human Resource and Administration

Mr. F. Mbwilo
MPA - Tsinghua University- China
BPA – (MU)

Secretary

Ms. J. Kishobera	Diploma in Secretarial Services (TPSC) Certificate in Secretarial Services(TPSC)
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Human Resource Unit

Human Resource Officers

Ms. S.M. Mgabo
MPA (MU)
BA Political Science (UDSM)

Mr. M. Mayala
MSc. HRM (MU)
BA Human Resource Management (ISW)

Mr. N.Y.Elihaki
B.A in Public Administration and Management (Tumaini
University-Stefano Moshi Memorial University College)

Ms. M. G. Bayuni
Bachelor Degree in HRPM (IRDP)
Dip. in Secretarial studies (TPSC)
Cert. In Secretarial studies (TPSC)

Ms. L. P. Mngulwi	BA Political Science and Public Administration (UDSM)
Ms. M.G. Bayuni	Bachelor Degree in HRM (IRDP) Diploma in Secretarial Studies (TPSC) Certificate in Secretarial Studies (TPSC)

Open Registry Office:

Mr. E. Camil	Dip. Records Management (TPSC) Cert. In Records Management (TPSC)
Ms. H. Lubeleje	Dip. Records Management (TPSC) Cert. In Records Management (TPSC)
**Ms. J. Maseke	Dip. Records Management (TPSC) Cert. Records Management (TPSC)
Ms. J. Kakorere	Dip. Records Management (TPSC) Certificate Records Management (TPSC)
**Ms. M. Mayunga	Dip. Records Management (TPSC)
Ms. V.P. Rubendegele	Certificate Records Management (TPSC)

19.4 Department of Finance

Bursar:

CPA. F.D. Maulaga	CPA (T) NBAA Postgraduate Diploma in Accountancy Advanced Diploma in Accountancy (Nyegezi Social Training Institute) Diploma in International Public Sector Accounting Standards (IPSAS)
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Personal Secretary

Ms. B H. Kimashalo	MDEA I (TPSC) Dip. Secretarial Studies (TPSC) Certificate in Secretarial Studies (TPSC)
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Revenue Unit:

CPA. S.O. Ndunguru	CPA(T) NBAA Advanced Diploma in Accounting (IFM) Postgraduate Diploma in Accountancy (SJUT) Adv. Dip. Accountancy (TIA)
***Mr. D. Nyagalu	

Pre- Auditor:

Mr. E. Maziku	BA Accounting (IFM)
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Expenditure Unit:

Ms. R. Uheche	PG. Dip. Accountancy (IFM) Adv. Dip. Accountancy (CBE) Dip. Business Adm. (CBE)
---------------	---

Cash office

***Mr. F. J. Chiragwile	Bachelor of Accountancy (CBE) Diploma in Accountancy (CBE)
Ms. E. T. Paul	Bachelor of Accountancy (CBE) Diploma in Accountancy (CBE)

Dispensary Unit and Accommodation

Mr. A. Mwaja Bachelor of Accounts and Finance (SJUT)
Diploma in Business Administration (CBE)

Loan Officer HESLB

Ms. N. Matemba Bachelor Degree of Commerce under Finance option (Catholic
University of Eastern Africa-Kenya)

19.5 Department of Students' Welfare**Dean of Students (Main Campus):**

***Mr. M. C. Moshi PG. Dip. Education (UDSM)
BSc Agriculture (SUA)

Personal Secretary:

Vacant

Dean of Students Main Campus (Counselling)

***Ms. J. S. Mchakama BSc Education (UDSM)

Assistant Dean of Students (Main Campus):

Mr. J.E. Samu Bachelor of Education in Psychology (Horns) (UDSM)
Ms. E. Fimbo B.A (Ed) (SAUT)

Matron (Main Campus):

**Ms. F. Musiba Dip. Hotel Operations (Masoka, Moshi)
Cert. Hotel Operations (VETA, Dodoma)

19.6 Estates Department**Estate Manager:**

***Mr. R. Mkilania Adv. Diploma Civil Engineering (DIT)
FTC (DTC)

Secretary:

Ms. V. Mahimbo Dip. in Secretarial studies (TPSC)
Cert. in Secretarial studies (TPSC)

Estate Officer:

Mr. B. H. Idrissa MSc Construction Economics (ARU)
BSc Building Economics (UDSM)

Carpenter:

Mr. E. Zilihona Carpentry and Joinery Grade One (RVTSC- Moshi)
Carpentry and Joinery Grade Two (RVTSC- Moshi)
Carpentry and Joinery Grade Three (Kilimanjaro Youth
Technical Training Centre -Mandaka Moshi)
Parten Making Leve I & II (VETA-Moshi)

Plumber:

Mr. T. Lyatuu Trade Test Grade 1: Plumbing (VETA) Dodoma

Electrician:

*Mr. C. Mdendemi Trade Test Grade I: Electricity (VETA) DSM

Mr. E. Ndola Vocational Teachers Certificate (MVTTC)
Electrical Installation (Don Bosco Youth Training Centre Iringa)

Mr. S. Kungule Technician Certificate (NTA Level 5) Electrical and Electric
Engineering (MUST)
Basic Technician Certificate (NTA Level 4) Electrical and
Electric Engineering (MUST)

Masonry

Mr. S.J. Shola Vocational Teachers Certificate (MVTTC)
Masonry and Bricklaying Level One (VETA Mbeya)
Masonry and Bricklaying Level Two (VETA Mbeya)
Masonry and Bricklaying Level One (VETA DSM)

Transport Officer

Vacant

Security Guards Unit

Ag. Head of unit:

Mr. J. Sungura Security Guard Training - Morogoro

Note:

- **** On PhD Studies
- *** On Master Degree Studies
- ** On Bachelor Degree Studies
- * On Ordinary Diploma Studies

APPENDICES

APPENDIX 1: ACADEMIC PRIZES OFFERED AT THE INSTITUTE AS ACADEMIC INCENTIVES

- (i) **Chairman of the Governing Council Prize**
Prize to the overall best final year degree student with first class in each programme
- (ii) **Bishop Chiwanga's Prize**
Prize is given to the overall best finalist student from Bachelor degree programmes
- (iii) **Rector's Prize**
Prize to the overall best finalist student in each programme with at least GPA of 4.0
- (iv) **Rector's Prize**
Prize to the overall best continuing student in each programme with at least GPA of 4.0
- (v) **Deputy Rector Planning, Finance and administration Prize on Creativity**
Prize offered to students who showed profound creativity by linking the acquired knowledge at IRDP to development issues
- (vi) **Head of Department of Research and Consultancy Prize**
Prize to the best Postgraduate diploma and Bachelor degree final year students in research work.
- (vii) **DONET Academic Prize**
Prize to the overall best finalist student in the programme of Bachelor degree in Environmental Planning and Management
- (viii) **Convocation President's Prize**
Prize to the overall finalist student in the Institute
- (ix) **Rector's prize for best student in sports**
Prize is offered to the best students in sports.
- (x) **Rector's Prize for the Best Student in Leadership**
This prize is offered to the best students in leadership
- (xi) **Lake Zone Centre Director's Academic Prize for Finalist Students**
Prize offered to the Second best finalist's student from each programme offered at IRDP Lake Zone Training Centre, Mwanza
- (xii) **Lake Zone Centre Head of Academic Matter's Prize for Finalist Students**
Prize is offered to the third best finalist's student from each programme offered at IRDP Lake Zone Training Centre, Mwanza
- (xiii) **Lake Zone Centre Director's Academic Prize for Continuing Students**
Prize offered to the Second best continuing student from each programme offered at IRDP Lake Zone Training Centre, Mwanza
- (xiv) **Lake Zone Centre Head of Academic Matter's Prize for Continuing Students**
Prize is offered to the third best continuing student from each programme offered at IRDP Lake Zone Training Centre, Mwanza
- (xv) **Lake Zone – Library Use Prize**
Prize offered to the best students in Library use from Lake Zone Training Centre, Mwanza
- (xvi) **Lake Zone – Environmental Prize**
Prize offered to best student in environmental conservation from Lake Zone Training Centre, Mwanza
- (xvii) **Prof. Innocent Zilihona's Prizes**

- Awarded to the overall best students in the module of Environmental Economics and Environmental Pollution.
- (xviii) **Dr. Francis Njau's Prize**
Awarded to the overall best student in the module of climate change and variability
- (xix) **Prof. Israel Katega's Prize**
Prize to the overall best student in the module of Urban Development and environmental Management
- (xx) **Prof. Youze Mnguu's Prize**
Prize to the overall best student in the module of Land Use Planning
- (xxi) **Prof. Omari Mzirai's Prizes**
Prize to the overall best students in the modules of Environment & Development and Research Methodology (Master Degree Students)
- (xxii) **Prof. Mwabess Malila's Prize**
Prize to the overall best student in module of Applied Social Science Research Methods
- (xxiii) **Dr. Vedastus Timothy's Prize**
Prize to the overall best student in module of Investment Planning and Management
- (xxiv) **Mr. Emmanuel Hauli's Prize**
Prize to the overall best student in modules of Communication skills

APPENDIX 2: DRESSING CODE

IRDP dressing code is based on the Government's dressing code No. 3 of 2007 and Students' Regulations Part VIII section 12, which illustrate on the appropriate dressing code to be observed by both students and staff when at the Institute premises or when attending any official functions organized by IRDP or any other function in which the Institute is involved. It should be noted that the aim of imposing the dressing code guidelines to students is to groom our students to become responsible citizens and potential leaders who will be respected by the society.

Students shall at all times be expected to wear clothes decently. It is usually perceived that the type of clothing someone puts on describes him/her to be of a certain character. In some cases, some kinds of clothes are likely to provoke the feelings of some people, cause dismay or revulsion in others who happen to be looking at the wearer.

Therefore, appropriate dressing will include:

- (i) Neat and well covered formals and semi-formals
- (ii) Jeans without holes or decorations
- (iii) T-shirts or shirts with full or half sleeves
- (iv) Skirts which flow well below the knees
- (v) Suits for both men and women

Dresses NOT acceptable to female students:

- (a) Tightly fitting clothes and skin tights
- (b) All dresses which expose stomach, breasts, waist, thighs and other clothes as tops, low cuts, and pants of all kinds.
- (c) All types of clothes which have immoral pictures or words which may tarnish the Institute's reputation
- (d) All types of shorts
- (e) All trousers
- (f) All dresses which have political words of any part or religion which can influence anything harmful
- (g) Any type of wrap-ons
- (h) Transparent dresses of any kind not supported by reasonably heavy underskirt
- (i) Sleeveless blouses, backless blouses or dresses
- (j) Coloured hair (goldish, whitely, yellowish, greenish, etc)
- (k) Gowns and skirts hanging above the knees and thus do not cover the knees when seated
- (l) Any type of dress that covers the entire face (*nikabs*), when in the class, library, and examination rooms, computer labs or other places where the identity of the student is required.
- (m) Clothes with inappropriate or unsuitable graphics/slogans or obscene/abusive language
- (n) Pajamas, flip flops or slippers in classes, library and offices
- (o) Hats or caps worn backwards
- (p) Over-adornment with neck-laces, bangles, earrings or other jewellery and make-ups which make someone look showily

Dresses NOT acceptable to male students

- (1) All types of clothes which have immoral pictures or words which may tarnish the Institute's reputation
- (2) All types of shorts or cut-offs
- (3) All types of *misuli*, warp-ons and track suits
- (4) All dresses which have political words of any part or religion which can influence anything harmful
- (5) Slovenly looking clothes such as *mlegezo* trousers and shorts which also show the underwear
- (6) Head stockings, caps (other than religious head wear like Muslim caps), hoods and bandannas worn around the head
- (7) *Kandambili* and open shoes
- (8) Earrings
- (9) Pleated hair, dread-locks and ornamental beads
- (10) Jeans with holes, three fourth trousers, half trousers, truck suits
- (11) Turbans worn alone or over caps
- (12) Clothes that reveal the torso
- (13) Un-buttoned shirts and sleeveless shirts

Prohibited clothes for both Male and Female

- (i) Mini-skirt skirts, sleeveless blouses/shirts/tops
- (ii) Unwanted or provocative or obscene or inciting political, religious or obscene, captions and photos or designs on the dress are not allowed
- (iii) Clothes with frayed hems and the beach comber type of clothes are also prohibited
- (iv) Shorts or half trousers of any form are prohibited
- (v) Any kind of tattoo on the body or limbs should not be disclosed
- (vi) Leggings, stretch pants, spandex and the like also are prohibited
- (vii) Any other kind of dress or clothing which the Institute will in the course of time find to be inappropriate or indecent, an official statement will be made concerning such dress or clothing.

SOME OF THE CLOTHES FOR MEN NOT ALLOWED AT THE INSTITUTE PREMISES



SOME OF THE COLOTHES FOR WOMEN NOT LLOWED AT THE INSTITUTE PREMISES

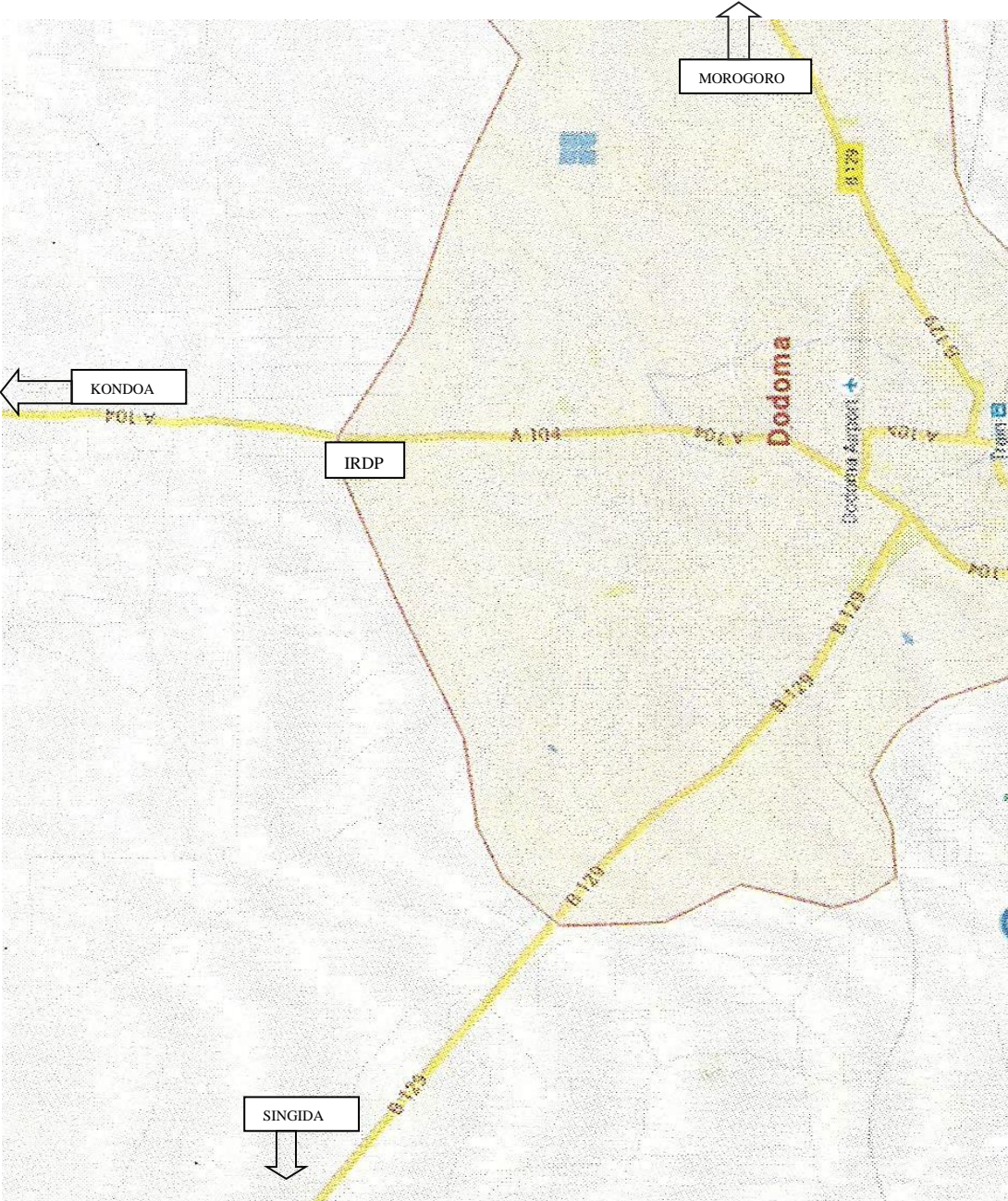


ENFORCEMENT

All officers of the Institute including administrative and academic staff are empowered to issue warnings and bar any student who does not follow the rules from attending any official Institute function and to report any violation of this code to the Dean of Students. The Dean of Students will take action as provided for by the IRDP Student Regulations and if found guilty, a student may be issued any one or a combination of two or more penalties as provided in IRDP Students Regulations

APPENDIX 3: LOCATION MAP OF IRDP

Dodoma Main Campus





FOR FURTHER INFORMATION CALL US

**MAIN CAMPUS
DODOMA**

0746 777 001

0746 77 002

0746 777006

**LAKE ZONE TRAINING
CENTRE - MWANZA**

0742 001 003

0742 001 114

0748 002 461



www.irdp.ac.tz

