

IRDP



## INSTITUTE OF RURAL DEVELOPMENT PLANNING



# PROSPECTUS

*Academic Year 2023/2024*



**Institute of Rural Development Planning  
(IRDP)**

**PROSPECTUS  
2023/2024**

**MAIN CAMPUS  
P. O. BOX 138  
DODOMA  
TANZANIA  
Tel: +255 26 2963037  
Fax: +255 26 2963036**

**LAKE ZONE TRAINING CENTRE  
P.O. BOX 11957  
MWANZA  
TANZANIA  
Tel: +255 22 28 2560995  
Fax: +255 22 28 2560994  
Email: [rector@irdp.ac.tz](mailto:rector@irdp.ac.tz)  
Website: [www.irdp.ac.tz](http://www.irdp.ac.tz)**

## TABLE OF CONTENTS

TABLE OF CONTENTS .....	I
LIST OF TABLES .....	VIII
LIST OF APPENDICES .....	IX
WELCOME NOTE FROM THE RECTOR .....	X
EXECUTIVES OF THE INSTITUTE .....	XI
MEMBERS OF THE GOVERNING COUNCIL .....	XI
MEMBERS OF THE ACADEMIC PLANNING COMMITTEE (APC) .....	XIII
SECRETARY .....	XV
MEMBERS OF THE MANAGEMENT COMMITTEE .....	XVI
SUB MANAGEMENT COMMITTEE FOR LAKE ZONE TRAINING CENTRE- MWANZA .....	XVII
1.0 THE INSTITUTE OF RURAL DEVELOPMENT PLANNING .....	1
1.1 BACKGROUND INFORMATION .....	1
1.2 LOCATION .....	1
1.3 VISION AND MISSION .....	1
1.3.1 VISION .....	1
1.3.2 MISSION .....	1
1.4 GUIDING PRINCIPLES .....	1
1.5 FUNCTIONS OF THE INSTITUTE .....	2
2.0 IRDP'S LONG- AND SHORT-TERM PROGRAMMES .....	2
2.1 LONG TERM PROGRAMMES .....	2
2.1.1 Master Degree Programmes (NTA Level 9) .....	2
2.1.2 Postgraduate Diploma Programmes .....	3
2.1.3 Bachelor Degree Programmes (NTA Level 7-8) .....	3
2.1.4 Ordinary Diploma (NTA Level 5-6) .....	3
2.1.5 Basic Technician Certificate (NTA Level 4) .....	3
2.1.6 IRDP Training System .....	4
2.2 SHORT TERM PROGRAMMES .....	4
3.0 GENERAL ADMISSION REGULATIONS .....	5
3.1 ADMISSION REGULATIONS .....	5
3.2 MINIMUM ENTRY REQUIREMENTS .....	6
3.2.1 Basic Technician Certificate in Rural Development Planning (BTCRP) NTA Level 4 ...	6
3.2.2 Basic Technician Certificate in Development Administration and Management (BTCDAM) NTA Level 4 .....	6
3.2.3 Basic Technician Certificate in Community Development (BTCCD) NTA Level 4.6	6
3.2.4 Basic Technician Certificate in Geomatics (BTCG) NTA Level 4 .....	6
3.2.5 Basic Technician Certificate in Urban and Regional Planning (BTCURP) NTA Level 4. ....	7
3.2.6 Basic Technician Certificate in Accounting and Finance (BTCAF) NTA Level 4...7	7
3.2.7 Basic Technician Certificate in Information and Communication Technology (BTCICT) NTA Level 4. ....	7
3.2.8 Technician Certificate in Community Development (TCCD) NTA Level 5 .....	7
3.2.9 Technician Certificate in Development Administration and Management (TCDAM) NTA Level 5 .....	7
3.2.10 Technician Certificate in Development Planning (TCDP) NTA Level 5 .....	8
3.2.11 Technician Certificate in Geomatics (TCG) NTA Level 5 .....	8
3.2.12 Technician Certificate in Urban and Regional Planning (TCURP) NTA Level 5 ..8	8
3.2.13 Technician Certificate in Accounting and Finance (TCAF) NTA Level 5 .....	9

3.2.14 Technician Certificate in Information and Communication Technology (TCICT) NTA Level 5.....	9
3.2.15 Ordinary Diploma in Development Planning (OODDP) NTA Level 6 .....	9
3.2.16 Ordinary Diploma in Development Administration and Management (OODDAM) LEVEL 6.....	9
3.2.17 Ordinary Diploma in Community Development (OODCD) LEVEL 6.....	9
3.2.18 Ordinary Diploma in Geomatics (ODCG) NTA Level 6 .....	10
3.2.19 Ordinary Diploma in Urban and Regional Planning (ODURP) NTA Level 6.....	10
3.2.20 Ordinary Diploma in Accounting and Finance (ODAF) NTA Level 6.....	10
3.2.21 Ordinary Diploma in Information and Communication Technology (ODICT) NTA Level 6.....	10
3.2.22 Bachelor Degree in Regional Development Planning (BDRP).....	10
3.2.23 Bachelor Degree in Environmental Planning and Management (BDEPM) .....	11
3.2.24 Bachelor Degree in Population and Development Planning (BDPDP).....	11
3.2.25 Bachelor Degree in Development Finance and Investment Planning (BDFIP) ....	12
3.2.26 Bachelor Degree in Human Resource Management (BDHRM) .....	13
3.2.27 Bachelor Degree in Urban Development and Environmental Management (BDUEM) .....	14
3.2.28 Bachelor Degree in Economics (BDEC) .....	14
3.2.29 Bachelor Degree in Community Development (BDCD).....	15
3.2.30 Bachelor Degree in Project Planning and Management (BDPPM).....	16
3.2.31 Bachelor Degree in Business Administration (BDBA) .....	16
3.2.32 Bachelor Degree in Urban and Regional Planning (BDURP).....	17
3.2.33 Postgraduate Diploma in Environmental Planning (PGE) .....	17
3.2.34 Postgraduate Diploma in Regional Planning (PGR) .....	18
3.2.35 Postgraduate Diploma in Project Planning and Management (PGP) .....	18
3.2.36 Postgraduate Diploma in Governance and Sustainable Development (PGSD).....	18
3.2.37 Master Degree in Development Economics (MDE) NTA level 9.....	18
3.2.38 Master Degree in Environmental Planning and Management (MEPM) NTA level 9 .	18
3.2.39 Master Degree in Regional Development Planning (MRDP) NTA level 9 .....	19
3.2.40 Master Degree in Population Studies (MPS) NTA level 9.....	19
3.2.41 Master Degree in Project Planning, Monitoring and Evaluation (MPPME) Level 9...	20
3.2.42 Master Degree in Community Development (MCD) Level 9 .....	20
3.2.43 MASTER DEGREE IN HUMAN RESOURCE MANAGEMENT .....	20
3.2.44 MASTER DEGREE IN ENVIRONMENTAL HEALTH AND SANITATION MANAGEMENT .....	21
4.0 FEE STRUCTURE FOR VARIOUS COURSES .....	21
4.1 GENERAL INFORMATION.....	21
4.2 DIRECT STUDENT COSTS PER ACADEMIC YEAR.....	21
4.3 Fees Direct Payable to IRDP .....	22
5.0 GENERAL EXAMINATION REGULATIONS .....	25
5.1 PRELIMINARY PROVISIONS .....	25
5.1.1 CITATION AND COMMENCEMENT .....	25
5.1.2 INTERPRETATION .....	25
5.1.2.1 ACT.....	25
5.1.2.2 ACADEMIC PLANNING COMMITTEE .....	25
5.1.2.3 APPEAL .....	25
5.1.2.4 ASSESSMENT.....	26
5.1.2.5 AWARD .....	26
5.1.2.6 BOARD OF EXAMINERS .....	26

5.1.2.7 CANDIDATE.....	26
5.1.2.8 STUDENT.....	26
5.1.2.9 CHEATING.....	26
5.1.2.10 COURSEWORK.....	26
5.1.2.11 DEPARTMENT.....	26
5.1.2.12 EXAMINATIONS.....	26
5.1.2.13 END OF SEMESTER EXAMINATION.....	27
5.1.2.14 SUPPLEMENTARY EXAMINATION.....	27
5.1.2.15 SPECIAL EXAMINATION (S).....	27
5.1.2.16 FAILURE.....	27
5.1.2.17 GOVERNING COUNCIL.....	27
5.1.2.18 GPA.....	27
5.1.2.19 INVIGILATOR.....	27
5.1.2.20 INVIGILATION.....	27
5.1.2.21 MODULE.....	27
5.1.2.22 PLAGIARISM.....	27
5.1.2.23 SEMESTER.....	27
5.1.2.24 SUBJECT PANEL.....	27
5.1.2.25 INTERNAL EXAMINER.....	28
5.1.2.26 EXTERNAL EXAMINER.....	28
5.1.2.27 UNAUTHORISED MATERIALS.....	28
5.1.2.28 UNAUTHORISED ABSENCE FROM THE EXAMINATION ROOM.....	28
5.1.2.29 JULY.....	28
5.1.2.30 REGISTRATION.....	28
5.1.2.31 GRADUATE.....	28
5.1.2.32 EXAMINATION ROOM/VENUE.....	28
5.1.2.33 CAMPUS.....	28
5.1.2.34 TRAINING CENTRES.....	28
5.1.2.35 APPLICATION.....	28
5.2 EXAMINATION ADMINISTRATION ORGANS.....	28
5.2.1 BOARD OF EXAMINERS.....	28
5.2.2 DEPARTMENTAL EXAMINERS BOARD (DEB) AND TRAINING CENTRE EXAMINERS BOARD (TCEB).....	29
5.2.2.1 Composition.....	29
5.2.2.2 Responsibilities of DEB/TCEB.....	29
5.2.3 INSTITUTE'S EXAMINATIONS BOARD (IEB).....	29
5.2.3.1 Composition.....	29
5.2.3.2 Responsibilities of IEB.....	30
5.2.4 EXAMINATIONS DISCIPLINARY COMMITTEE.....	30
5.2.4.1 Composition.....	30
5.2.4.2 Responsibilities of the EDC.....	30
5.2.4.3 Powers of the EDC.....	30
5.2.5 EXAMINATION DISCIPLINARY APPEAL COMMITTEE (EDAC).....	30
5.2.5.1 Composition of the EDAC.....	30
5.2.5.2 ON APPOINTING THE MEMBERS OF THE EDAC.....	31
5.2.5.3 Responsibilities of EDAC.....	31
5.2.5.4 Powers of EDAC.....	31
5.2.6 ACADEMIC PLANNING COMMITTEE (APC).....	31
5.2.6.1 Composition.....	31
5.2.6.2 Responsibilities of APC.....	32

5.3 REGISTRATION AND ELIGIBILITY FOR EXAMINATIONS.....	32
5.3.1 REGISTRATION FOR INSTITUTE EXAMINATIONS .....	32
5.3.2 ELIGIBILITY FOR END OF SEMESTER EXAMINATIONS.....	32
5.3.3 ABSENCE FROM EXAMINATIONS .....	33
5.3.4 DATES OF EXAMINATIONS .....	33
5.4 CONDUCT OF THE INSTITUTE EXAMINATIONS .....	34
5.4.1 Conduct of Examinations .....	34
5.4.2 Examination Setting, Moderation and Printing .....	35
5.4.3 Examination Irregularities .....	36
5.4.4 Examination Instructions to Candidates .....	37
5.4.5 Instructions to Invigilators before the Examination .....	38
5.4.6 Instruction to Invigilators During the Examination.....	39
5.4.7 Instructions to Invigilators at the end of the Examination.....	39
5.4.8 Marking and Release of End of Semester Examination Results .....	40
5.5 PROCEDURES FOR APPEALS AND COMPLAINS .....	40
5.5.1 PROCEDURES FOR APPEALS AND COMPLAINS.....	40
5.6 PRESERVATION OF EXAMINATION SCRIPTS .....	41
5.6.1 PRESERVATION OF EXAMINATION SCRIPTS .....	41
5.7 PROGRESSION FROM YEAR TO YEAR AND POSTPONMENTS OF STUDIES...41	
5.7.1 BACHELOR DEGREE, MASTERS AND ORDINARY DIPLOMA PROGRAMMES .....	41
5.7.2 ALL PROGRAMMES .....	43
5.7.3 POSTPONEMENT OF STUDIES .....	43
5.8 CLASSIFICATION OF CERTIFICATE, DIPLOMA, BACHELOR AND MASTER DEGREE.....	44
5.8.1 FINAL CLASSIFICATION.....	44
5.8.1.3 COMPUTATION FOR GRADE POINTS FOR NTA LEVEL 4, 5 AND 6 PROGRAMMES .....	44
5.9 RESEARCH PROJECT, PROJECT PAPER, AND SPECIAL PAPER.....	46
5.9.1 RESEARCH PROJECT/PROJECT PAPER/SPECIAL PAPER .....	46
5.9.2 DISSERTATION DEFENCE AND PRESENTATION .....	47
5.9.2.1 MASTER DEGREE PROGRAMMES .....	47
5.9.3 POSTGRADUATE DIPLOMA PROGRAMMES.....	48
5.9.4 BACHELOR DEGREE PROGRAMMES.....	49
5.9.5 COPY WRITE OWNERSHIP .....	49
5.9.5.1 PLAGIARISM.....	49
5.9.5.2 HIGHEST GRADE TO BE AWARDED.....	49
5.9.5.3 A CANDIDATE WHO FAILS IN DISSERTATION/RESEARCH PROJECT..49	
5.9.5.4 THE MAXIMUM PASS MARK FOR SUPPLEMENTARY .....	50
5.9.5.5 CANDIDATE WITH LESS THAN C GRADE.....	50
5.9.5.6 SIMILARITIES OF MARKS.....	50
5.9.5.7 SUPPLEMENTARY OF RESEARCH PROJECT/PROJECT PAPER/SPECIAL PAPER.....	50
5.9.5.8 PERMISSION FOR EXTENSION OF STUDIES .....	50
5.10 SPECIFIC RULES OF ASSESSMENT .....	50
5.10.1 SPECIFIC RULES OF ASSESSMENT.....	50
5.10.1.1 POSTGRADUATE DIPLOMA COURSES .....	50
5.11 BACHELOR DEGREE PROGRAMMES.....	51
5.11.1 Technician Certificate and Ordinary Diploma .....	54
5.11.1.1 THEORETICAL PART.....	54
5.11.1.2 STUDIO WORK .....	54

5.11.2 Basic Technician Certificate .....	55
5.12 AWARDS .....	55
5.12.1 ISSUANCE OF CERTIFICATE AND TRANSCRIPTS .....	56
5.12.1.1 AWARDS OF CERTIFICATES .....	56
5.12.1.2 APPLICATION FOR TRANSCRIPT(S) .....	56
5.12.2 LOSS OF ACADEMIC CERTIFICATE.....	56
5.12.3 THE APPLICANT PRODUCES A SWORN AFFIDAVIT .....	56
6.0 COURSE STRUCTURE FOR LONG TERM PROGRAMMES .....	56
6.1 BASIC TECHNICIAN CERTIFICATE IN RURAL DEVELOPMENT PLANNING (BTCRP).....	56
6.1.1 Field work .....	57
6.1.2 Module Organization .....	57
6.2 BASIC TECHNICIAN CERTIFICATE IN DEVELOPMENT ADMINISTRATION AND MANAGEMENT (BTCDAM).....	57
6.2.1 Field work .....	58
6.3 BASIC TECHNICIAN CERTIFICATE IN COMMUNITY DEVELOPMENT (BTCCD) .....	58
6.3.1 Field work .....	58
6.4 BASIC TECHNICIAN CERTIFICATE IN GEOMATICS .....	59
6.5 BASIC TECHNICIAN CERTIFICATE IN URBAN AND REGIONAL PLANNING .....	60
6.6 BASIC TECHNICIAN CERTIFICATE IN ACCOUNTING AND FINANCE .....	60
6.7 BASIC TECHNICIAN CERTIFICATE IN INFORMATION AND COMMUNICATION TECHNOLOGY.....	61
6.7 ORDINARY DIPLOMA IN DEVELOPMENT PLANNING (ODDP).....	61
6.7.1 YEAR ONE (NTA LEVEL 5).....	61
6.7.2 YEAR TWO (NTA LEVEL 6).....	62
6.8 ORDINARY DIPLOMA IN DEVELOPMENT ADMINISTRATION AND MANAGEMENT (ODDAM).....	62
6.8.1 YEAR ONE (NTA LEVEL 5).....	62
6.8.2 YEAR TWO (NTA LEVEL 6).....	63
6.9 ORDINARY DIPLOMA IN COMMUNITY DEVELOPMENT (ODCD) .....	64
6.9.1 YEAR ONE (NTA LEVEL 5).....	64
6.9.2 YEAR TWO (NTA LEVEL 6).....	64
6.10 ORDINARY DIPLOMA IN GEOMATICS .....	65
6.11 ORDINARY DIPLOMA IN URBAN AND REGIONAL PLANNING .....	66
6.12 ORDINARY DIPLOMA IN ACCOUNTING AND FINANCE .....	67
6.13 ORDINARY DIPLOMA IN INFORMATION AND COMMUNICATION TECHNOLOGY .....	68
6.14 BACHELOR DEGREE IN REGIONAL DEVELOPMENT PLANNING (BDRP) .....	68
6.15 BACHELOR DEGREE IN ENVIRONMENTAL PLANNING AND MANAGEMENT (BDEPM).....	70
6.16 BACHELOR DEGREE IN POPULATION AND DEVELOPMENT PLANNING (BDPP) .....	73
6.17 BACHELOR DEGREE IN DEVELOPMENT FINANCE AND INVESTMENT PLANNING (BDFIP) .....	75
6.18 BACHELOR DEGREE IN URBAN DEVELOPMENT AND ENVIRONMENTAL MANAGEMENT (BDUDEM) .....	76
6.19 BACHELOR DEGREE IN HUMAN RESOURCE MANAGEMENT (BDHRM) .....	79
6.20 BACHELOR DEGREE IN ECONOMICS (BDEC).....	81
6.21 BACHELOR DEGREE IN COMMUNITY DEVELOPMENT (BODCD) .....	83
6.22 BACHELOR DEGREE IN PROJECT PLANNING AND MANAGEMENT (BDPPM).....	85
6.23 BACHELOR DEGREE IN BUSINESS ADMINISTRATION (BDDBA) .....	87
6.24 BACHELOR DEGREE IN URBAN AND REGIONAL PLANNING.....	88
6.25 POSTGRADUATE DIPLOMA IN ENVIRONMENTAL PLANNING (PGE).....	90



6.26 POSTGRADUATE DIPLOMA IN REGIONAL PLANNING (PGR).....	91
6.27 POSTGRADUATE DIPLOMA IN PROJECT PLANNING AND MANAGEMENT (PGDPPM) .	92
6.28 POSTGRADUATE DIPLOMA IN GOVERNANCE AND SUSTAINABLE DEVELOPMENT (PGDSD).....	92
6.29 MASTER DEGREE IN DEVELOPMENT ECONOMICS (MDE).....	93
6.30 MASTER DEGREE IN ENVIRONMENTAL PLANNING AND MANAGEMENT (MEP) .....	94
6.31 MASTER DEGREE IN REGIONAL DEVELOPMENT PLANNING (MRDP) .....	95
6.32 MASTER DEGREE IN POPULATION STUDIES (MPS) .....	96
6.33 MASTER DEGREE IN PROJECT PLANNING, MONITORING AND EVALUATION (MPPME)...	97
6.34 MASTER DEGREE IN COMMUNITY DEVELOPMENT (MCD).....	98
6.35 MASTER DEGREE IN HUMAN RESOURCE MANAGEMENT .....	99
6.36 MASTER DEGREE IN ENVIRONMENTAL HEALTH AND SANITATION MANAGEMENT .....	100
7.0 <b>SHORT COURSE PROGRAMMES FOR 2023/2024</b> .....	101
8.0 RESEARCH AND ENGAGEMENT IN PUBLIC SERVICES.....	102
9.0 RURAL INFORMATION CENTRE (RIC) .....	103
9.1 MIPANGO ENTREPRENEURSHIP AND INNOVATION (MEI) CENTRE .....	103
10.0 GENERAL STUDENTS' INFORMATION .....	104
10.1 STUDENTS' SERVICES DIRECTORATE .....	104
10.2 DASS'S OFFICE .....	105
10.3 STUDENTS' GOVERNMENT .....	105
10.4 STUDENTS' RESIDENCE.....	105
10.4.1 Introduction.....	105
10.4.2 Role of MISAB .....	105
10.4.3 Types of Hostel Accommodation Available to Students.....	106
10.4.4 Catering Services .....	106
10.4.5 Health Services .....	106
10.4.6 Library Services .....	107
11.0 ACADEMIC AND ADMINISTRATIVE STAFF PROFILE .....	107
11.1 OFFICE OF THE RECTOR.....	107
11.2 INTERNAL AUDIT UNIT .....	107
11.3 COMMUNICATIONS AND MARKETING UNIT .....	108
11.4 LEGAL OFFICER .....	108
11.5 QUALITY ASSURANCE UNIT.....	108
11.6 PROCUREMENT MANAGEMENT UNIT (PMU) .....	109
12.1 DEPUTY RECTOR ARC: .....	110
12.2 DIRECTORATE OF ACADEMICS SUPPORT SERVICES (DASS) .....	110
12.3 LIBRARY SERVICES UNIT .....	111
12.4 INFORMATION AND COMMUNICATION TECHNOLOGY UNIT.....	113
12.5 MANAGER, FURAHA HOSTEL .....	114
13.0 DEPARTMENT OF RURAL DEVELOPMENT AND REGIONAL PLANNING ....	114
14.0 DEPARTMENT OF ENVIRONMENTAL PLANNING .....	119
15.0 DEPARTMENT OF POPULATION STUDIES.....	122
16.0 DEPARTMENT OF DEVELOPMENT FINANCE AND MANAGEMENT STUDIES .....	126
17.0 DIRECTORATE OF RESEARCH, CONSULTANCY AND PUBLICATIONS .	130
18.0 LAKE ZONE TRAINING CENTRE -MWANZA .....	131
19.0 OFFICE OF THE DEPUTY RECTOR-PLANNING, FINANCE AND ADMINISTRATION.....	138
19.1 DEPUTY RECTOR: .....	138



19.2 DIRECTORATE OF PLANNING AND DEVELOPMENT .....	139
19.3 HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION DIRECTORATE.....	139
19.4 FINANCE AND ACCOUNTS DIRECTORATE .....	141
19.5 DIRECTORATE OF STUDENTS' SERVICES .....	142
19.6 ESTATES DEPARTMENT.....	142
APPENDICES .....	144

## LIST OF TABLES

Table 1: Direct Payable Costs to Tanzanian Students per Programme per Year .....	22
Table 2: Direct Payable Costs to Foreign Students per Programme .....	22
Table 3: Fee Structure for Master Degree Programmes Payable to Students.....	22
Table 4: Fees Structure for Certificate, Diploma & Bachelor Degree Courses for Tanzanian Students (Tzs) .....	23
Table 5: Fees Structure for Basic Technician Certificate, Technician Certificate, Diploma, Bachelor Degree and Postgraduate Diploma Courses for Foreign Students (Us Dollars).....	23
Table 6: Fee Structure for Master Degree Programmes Direct Payable to IRDP .....	23
Table 7: Studio/Field/Research/Transport Cost to Be Paid by Students for Various Programmes Offered by The Institute (Tzs).....	24
Table 8: Classification of Grades .....	44
Table 9: Grade Points and Equations for Computing Grade Points. ....	45
Table 10: Classification of Awards .....	46

## **LIST OF APPENDICES**

Appendix 1: Academic Prizes Offered at the Institute as Academic Incentives	144
Appendix 2: DRESSING CODE .....	145
Appendix 3: LOCATION MAP OF IRDP .....	149
Appendix 4:DIRECTORATE OF RESEARCH, CONSULTANCY AND PUBLICATIONS .....	149

## **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 2023/24. 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)

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

## 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: -

### Members of the Governing Council

No.	Institution	Position in the Council
Prof. Martha A, Qorro	Centre for Communication Studies, University of Dar es salaam, P. O. Box 35040, <b>DAR ES SALAAM.</b>	Chairperson
Prof. Donald G. Mpanduji	Sokoine University of Agriculture, P. O. Box 3000, Chuo Kikuu, <b>MOROROGORO</b>	Vice Chair Person
Prof. Benedicto B. Kazuzuru	Sokoine University of Agriculture, P. O. Box 3000, Chuo Kikuu, <b>MOROROGORO</b>	Member
Adv. George N. Mandepo	Office of the Solicitor, P.O. Box 7155410 Kivukoni <b>DAR ES SALAAM</b>	Member
Dr. Steward N. Lulamye	The Mwalimu Nyerere Memorial Academy, P.O. Box 9193, <b>DAR ES SALAAM</b>	Member
Dr. Samwel M. Werema	Institute of Accountancy Arusha (IAA) P.O. Box 2798 <b>ARUSHA</b>	Member

Mr. Michael O. John	Ministry of Education, Science and Technology, P.O. Box 1040479, <b>DODOMA</b>	Member
Ms. Grace J. M. Mfinanga	Office of the State Attorney General P.O. Box 360, <b>DODOMA</b>	Member
Mr. Eliud T. Nyauhenga,	Road Fund Board, P.O. Box 1249, <b>DAR ES SALAAM</b>	Member
Mr. Semroki M. Musa	Ministry of Finance P.O. Box 2802, <b>DODOMA.</b>	Member
Mr. Mick L. Kiliba	President's office, P.O. Box 1102, <b>40400 DODOMA</b>	Member
Ms. Manyasa Mwinyi	The Revolutionary Government of Zanzibar, <b>Zanzibar</b>	Member
Mr. Alpha Z Mshana	MISO President Main Campus (IRDP), P.O. Box 138 <b>DODOMA</b>	Member
Mr. Coelestine T Festo	MISO President, (IRDP) Lake Zone Training Centre, P.O. Box 11957 <b>MWANZA</b>	Member

#### **SECRETARY**

Prof. Hozen K. Mayaya	Rector Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
-----------------------	--



## **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 <b>DODOMA</b>
-----------------------	--

### **MEMBERS**

Mr. Gideon M. Karuguru	NACTE Central Zone P.O. Box 17007 <b>DODOMA</b>
Dr. Steward N. Lulamye	The Mwalimu Nyereye Memorial Academy P.O. BOX 9193 <b>DAR ES SALAAM</b>
Dr. Charles E. Mhina	Ministry of Livestock and Fisheries Livestock sector P.O. BOX 1923 <b>DODOMA</b>
Mr. Ernest K. Laiton	Ministry of Finance and Planning P.O. BOX 2802 <b>DODOMA</b>
Mr. Faraja G. Ngerageza	Vice president's office- Environment P.O. BOX 5380 <b>DAR ES SALAAM</b>
Mr. Ramadhani A. Hangwa	UNFPA P.O. BOX 9182 <b>DAR ES SALAAM</b>
Dr. Michael B. Msendekwa	Local Government Training Institute (LGTI)-Hombolo P.O. BOX 1125 <b>DODOMA</b>
Dr. Robert M. Lihawa	Mzumbe University (MU) P.O. Box 5 <b>MZUMBE - MOROGORO</b>
Prof. Provident J. Dimoso	Deputy Rector (Academic, Research & Consultancy) Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Prof. Canute L. Hyandye	Deputy Rector (Planning, Finance and Administration) Institute of Rural Development Planning P.O. Box 138. <b>DODOMA</b>
Prof. Juvenal Nkonoki	Director, Lake Zone Training Centre (Mwanza) Institute of Rural Development Planning P.O. Box 11957 <b>MWANZA</b>

Dr. Mgabo M. Richard	Head, Department of Population Studies Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Dr. Hosea Mpogole	Director, Research, Consultancy and Publications Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Dr. Africanus Sarwatt	Head, Department of Rural Development and Regional Planning Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Prof. Fadhili Mgumia	Ag. Head, Department of Environmental Planning Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Dr. Judith Namabira	Head, Department of Development Finance and Management Studies Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Dr. Christina Geoffrey	Head, Quality Assurance and Control Unit Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Dr. Berling M. Sospeter	Manager, Furaha Hostel Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Dr. Daniel Mpeta	Head of Academic Affairs, Lake Zone Training Centre (Mwanza) Institute of Rural Development Planning P.O. Box 11957 <b>MWANZA</b>
Ms. Aisha Mjegele	Legal Officer Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Ms. Jane Mchakama	Dean of Students Institute of Rural Development Planning P.O. Box 138 - <b>DODOMA</b>
Mr. Alpha Z Mshana	MISO President Main Campus (Dodoma) Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
Mr. Celestine T Festo	MISO President, Lake Zone Training Centre - Mwanza Institute of Rural Development Planning P.O. Box 11957 <b>MWANZA</b>

**SECRETARY**

Dr. Yohana Mgale	Director of Academics Support Services Institute of Rural Development Planning P.O. Box 138 <b>DODOMA</b>
------------------	--

## 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	Prof. C. Hyandye	Deputy Rector (Planning, Finance and Administration)
4	Ms. S. Mgabo	Ag. Director of Human Resource Management and Administration - Secretary
5	Dr. G. Mnyone	Ag. Director of Academics
6	Dr. Y. Mgale	Director of Academics Support Services
7	Dr. H. Mpogole	Director of Research, Consultancy and Publications
8	Prof. J. Nkonoki	Director, Lake Zone Training Centre -Mwanza
9	Mr. S. Panga	Director of Planning and Development
10	Ms. J. Mchakama	Dean of Students
11	CPA. F. Maulaga	Director of Finance and Accounts
12	Dr. J. Manyerere	Manager of Library Services Unit
13	Dr. C. Geoffrey	Head, Quality Assurance Unit
14	Mr. G. H. B. Ngolly	Head of Communication and Marketing Unit
15	Mr. T. Mwakipesile	Chief Internal Auditor
16	Ms. A. Mjegere	Head of Legal Services Unit
17	Mr. G. Kimaryo	Head of Procurement Management Unit
18	Mr. S. Lugaimukamu	Ag. Head of ICT Unit

### Invitee

1	Dr. D. Mpeta	Head of Academic Affairs, Lake Zone Training Centre (Mwanza)
2	Dr. C. Ngereza	Head of Planning, Finance and Administration – Lake Zoze Training Centre (Mwanza)
3	Prof. F. H. Mgumia	Ag. Head, Department of Environmental Planning
4	Dr. A. Sarwatt	Head, Department of Rural Development and Regional Planning
5	Dr. J. Namabira	Head, Department of Development Finance and Management Studies
6	Dr. M. R. Mgabo	Head, Department of Population Studies
7	Ms. E. Kapilima	Head of Dispensary Unit
8	Mr. R. Mkilania	Head of Estate Department
9	Ms. L. Mngulwi	Human Resources Officer (Secretariat)
10	Mr. Benjamin Magori	Chairperson RAAWU - IRDP Branch
11	Mr. D. Mchomvu	Chairperson THTU - IRDP Branch

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

1	Prof. Juvenal Nkonoki	Director, Lake Zone Training Centre -Mwanza and Chairperson
2	Dr. Daniel F. Mpeta	Deputy Director, Academic Affairs
3	Dr. Caroline G. Ngereza	Deputy Director, Planning, Finance and Administration
4	Mr. Emmanuel Njoni	Head of Finance Unit
5	Ms. Ruth M. Babere	Head of Admissions and Examination Unit
6	Ms. Christian E. Makupa	Head of Administration and Human Resources Unit
7	Mr. Derick Israel	Head of Estate Unit
8	Ms. Monica F. Timbuka	Head, Department of Rural Development and Regional Planning
9	Mr. Peter M. Chiduo	Head of Library Unit
10	Ms. Jeniva S. Gosbert	Head of Procurement and Supply Unit
11	Mr. Mcharo Mrutu	Head of Communications and Marketing Unit
12	Dr. Fredrick Mfinanga	Head of Research and Publication Unit
13	Mr. Peter Majula Kajigo	Head of Student Welfare Unit
14	Mr. Joseph Kikoti	Head of ICT Unit
15	Ms. Isentruda Chittanda	Head of Internal Audit Unit
16	Mr. Emmanuel Malugu	Head of Planning and Statistics Unit
17	Ms. Grace Benedict	Head, Quality Assurance Unit

## **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 Mbwanga area, which is about 7kms from Dodoma city centre – along the Dodoma-Arusha Road while the Lake Zone Centre is located at Kitumba “A” village in Kisesa along Mwanza-Musoma Road.

### **1.3 Vision and Mission**

#### **1.3.1 Vision**

The Vision of IRDP is:

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

#### **1.3.2 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 eight Master Degree programmes, namely:

- i. Master Degree in Development Economics
- ii. Master Degree in Environmental Planning and Management
- iii. Master Degree in Rural Development and Regional Planning
- iv. Master Degree in Project Planning, Monitoring and Evaluation
- v. Master Degree in Community Development
- vi. Master Degree in Human Resource Management
- vii. Master Degree in Environmental Health and Sanitation Management
- viii. Master Degree in Population Studies

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 eleven Bachelor Degree Programmes. These programmes take a period of three academic years **except** Bachelor Degree in Urban and Regional Planning which take a period of four academic years. These programmes are divided into six and eight semesters consecutively (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 Community Development
- ix. Bachelor Degree in Project Planning and Management
- x. Bachelor Degree in Business Administration
- xi. Bachelor Degree in Urban and Regional Planning

### **2.1.4 Ordinary Diploma (NTA Level 5-6)**

The Institute offers seven Diploma programmes namely:

- a) Ordinary Diploma in Development Planning
- b) Ordinary Diploma in Development Administration and Management
- c) Ordinary Diploma in Community Development
- d) Ordinary Diploma in Geomatics
- e) Ordinary Diploma in Urban and Regional Planning
- f) Ordinary Diploma in Accounting and Finance
- g) Ordinary Diploma in Information and Communication Technology

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)**

Seven 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 (BTCDAM)
- c) Basic Technician Certificate in Community Development (BTCCD)
- d) Basic Technician Certificate in Geomatics
- e) Basic Technician Certificate in Urban and Regional Planning
- f) Basic Technician Certificate in Accounting and Finance
- g) Basic Technician Certificate in Information and Communication Technology

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

### **2.2 Short term Programmes**

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
- (xii) Environmental and Social Impact Assessment

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 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:**

Director, Directorate of Research, Publication and Consultancy  
 Institute of Rural Development Planning  
 P. O. Box 138,  
**DODOMA - TANZANIA**  
 E-mail: [drc@irdp.ac.tz](mailto: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](mailto:mwanza@irdp.ac.tz)

### **3.0 GENERAL ADMISSION REGULATIONS**

#### **3.1 Admission Regulations**

- a) Application is done through Online Application System ([oas.irdp.ac.tz](http://oas.irdp.ac.tz)) from the IRDP website [www.irdp.ac.tz](http://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 their 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 Director of Academic Support Services  
Institute of Rural Development Planning,  
P.O. Box 138,  
Dodoma, Tanzania.

E-mail: [dass@irdp.ac.tz](mailto:dass@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 (BTCDAM) 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 Basic Technician Certificate in Geomatics (BTCG) NTA Level 4**

A candidate should have:

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in Physics or Engineering Science or Mathematics or Geography or Chemistry or Biology, and any other equivalent qualification from Vocational Educational Training Authority (VETA) National Vocation Award at NVA level III with at least two (2) Passes in Certificate of Secondary Education Examination (CSEE).

### **3.2.5 Basic Technician Certificate in Urban and Regional Planning (BTCURP) NTA Level 4.**

A candidate should have:

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes Geography, Mathematics, Physics, Chemistry, Biology, English, Commerce, Engineering science, Agriculture, and History OR National Vocational Award (NVA) III with at least two (2) Passes in Certificate of Secondary Education Examination (CSEE).

### **3.2.6 Basic Technician Certificate in Accounting and Finance (BTCAF) NTA Level 4**

A candidate should have:

A Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in any subject excluding religious subjects.

### **3.2.7 Basic Technician Certificate in Information and Communication Technology (BTCICT) NTA Level 4.**

A candidate should have:

Holders of Certificate of Secondary Education Examination (CSEE) with at least four (4) passes in any subject excluding religious subjects. Or Holder of NVA Level III from VETA in related trainings.

### **3.2.8 Technician Certificate in Community Development (TCCD) NTA Level 5**

A candidates should have:

Holders 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 Development Administration and Management, Rural Development Planning, Business Administration, Community Development, Local Government Administration, Local Government , Education, Community Health, Law, Information Technology, Secretarial Studies, Nursing, Pharmacy, Social Work, Public Relation, Agriculture, Livestock, Public Administration, Marketing, Local Government Administration and Management, Local Government Accounting and Finances, Human Resource Management, Records, Archives and Information Management, Procurement and Supplies Management, Gender, youth work, Teachers Certificate of Education, Logistics, Clearing and Forwarding, Purchasing and Inventory, Arts and sports, Tourism, Hotel management, OR Advanced Certificate of Secondary Education Examination (ACSEE) with One Principle Pass and One Subsidiary Pass in any Subject Except Religious Subjects

### **3.2.9 Technician Certificate in Development Administration and Management (TCDAM) NTA Level 5**

A candidate should have:

Holders 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 Development Administration and Management, Rural Development Planning, Business Administration, Community Development, Local Government Administration,



Local Government , Education, Community Health, Law, Information Technology, Social Work, Public Relation, Agriculture, Livestock, Public Administration, Marketing, Local Government Administration and Management, Local Government Accounting and Finances, Human Resource Management, Records, Archives and Information Management, Procurement and Supplies Management, in Gender, Project Planning and Management, Regional Planning, Sociology, Counselling Psychology, Library and Information Management, Journalism, Mass Communication, Youth Work, Banking OR Advanced Certificate of Secondary Education Examination (ACSEE) with One Principle Pass and One Subsidiary Pass in any Subject Except Religious Subjects"

### **3.2.10 Technician Certificate in Development Planning (TCDP) NTA Level 5**

A candidate should have:

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 Development Administration and Management, Rural Development Planning, Business Administration, Community Development, Local Government Administration, Local Government , Education, Community Health, Law, Information Technology, Social Work, Public Relation, Agriculture, Livestock, Public Administration, Marketing, Local Government Administration and Management, Local Government Accounting and Finances, Human Resource Management, Records, Archives and Information Management, Procurement and Supplies Management Finance and Banking, Gender, Clearing and forwarding, Urban and regional planning, Forestry industries, Beekeeping, Wildlife, Cartography, Planning management, Land surveying, Land management, Environmental planning and management OR Advanced Certificate of Secondary Education Examination (ACSEE) with One Principle Pass and One Subsidiary Pass in any Subjects Except Religious Subjects

### **3.2.11 Technician Certificate in Geomatics (TCG) NTA Level 5**

Holders of Basic Technician Certificate (NTA Level 4) in Geomatics, Land Surveying, Cartography, Graphical Art and Printing, Civil Engineering, Irrigation, Engineering, Environmental Engineering, Mining Engineering, or any other equivalent qualification recognized by NACTVET relating to Surveying and Mapping with at least GPA of 2 OR Holders of Form VI (ACSEE) with at least one principal pass "E" in Mathematics or Physics or Geography and one subsidiary pass "S" in either of the mentioned subjects.

### **3.2.12 Technician Certificate in Urban and Regional Planning (TCURP) NTA Level 5**

Holders of Basic Technician Certificate (NTA Level 4) in Urban and Regional Planning or Land Surveying, Cartography, Graphical Art and Printing, Civil Engineering, Irrigation Engineering, Environmental Engineering, Mining Engineering or any other equivalent qualifications recognized by NACTVET relating to Urban and Regional Planning and mapping OR Advanced Certificate of Secondary Education Examination with at least one Principal pass "E" in Mathematics or Physics or Geography and one subsidiary pass "S" in the either of the mentioned subjects.

### **3.2.13 Technician Certificate in Accounting and Finance (TCAF) NTA Level 5**

Holders of Form VI (ACSEE) with at least one principal pass and one subsidiary pass or NTA Level four with pass performance in Accounting and Finance or other related programmes with at least GPA of 2.

### **3.2.14 Technician Certificate in Information and Communication Technology (TCICT) NTA Level 5**

Holders of Form VI (ACSEE) with at least one principal pass and one subsidiary pass or NTA Level four with pass performance in ICT or other related programmes with at least GPA of 2.

### **3.2.15 Ordinary Diploma in Development Planning (OODDP) NTA Level 6**

A candidate should have:

Holders of Technician Certificate (NTA 5) in Development Administration and Management, Rural Development Planning, Business Administration, Community Development, Local Government Administration, Local Government , Education, Community Health, Law, Information Technology, Social Work, Public Relation, Agriculture, Livestock, Public Administration, Marketing, Local Government Administration and Management, Local Government Accounting and Finances, Human Resource Management, Records, Archives and Information Management, Procurement and Supplies Management Finance and Banking, Gender, Clearing and forwarding, Urban and regional planning, Forestry industries, Beekeeping, Wildlife, Cartography, Planning management, Land surveying, Land management, Environmental planning and management with an average of B or Pass or GPA of 2.0.

### **3.2.16 Ordinary Diploma in Development Administration and Management (OODDAM) LEVEL 6**

A candidate should have:

Holders of Technician Certificate (NTA 5) in Development Administration and Management, Rural Development Planning, Business Administration, Community Development, Local Government Administration, Local Government , Education, Community Health, Law, Information Technology, Social Work, Public Relation, Agriculture, Livestock, Public Administration, Marketing, Local Government Administration and Management, Local Government Accounting and Finances, Human Resource Management, Records, Archives and Information Management, Procurement and Supplies Management, in Gender, Project Planning and Management, Regional Planning, Sociology, Counselling Psychology, Library and Information Management, Journalism, Mass Communication, Youth Work, Banking with an average of B or Pass or GPA of 2.0.

### **3.2.17 Ordinary Diploma in Community Development (OODCD) LEVEL 6**

A candidate should have:

Holders of Technician Certificate in Development Administration and Management, Rural Development Planning, Business Administration, Community Development, Local Government Administration, Local Government, Education, Community Health, Law, Information Technology, Secretarial Studies, Nursing, Pharmacy, Social Work, Public Relation, Agriculture, Livestock, Public Administration, Marketing, Local Government Administration and Management, Local Government Accounting and Finances, Human Resource Management,

Records, Archives and Information Management, Procurement and Supplies Management, Gender, youth work, Teachers Certificate of Education, Logistics, Clearing and Forwarding, Purchasing and Inventory, Arts and sports, Tourism, Hotel management, Health Science with an average of B or Pass or GPA of 2.0.

### **3.2.18 Ordinary Diploma in Geomatics (ODCG) NTA Level 6**

A candidate should have:

Holders of Technician Certificate (NTA Level 5) in Geomatics, with at least GPA of 2

### **3.2.19 Ordinary Diploma in Urban and Regional Planning (ODURP) NTA Level 6**

A candidate should have:

Holders of Technician Certificate (NTA Level 5) in Urban and Regional Planning with at least GPA of 2

### **3.2.20 Ordinary Diploma in Accounting and Finance (ODAF) NTA Level 6**

A candidate should have:

Holders of NTA level 5 in accounting and finance with at least GPA of 2.

### **3.2.21 Ordinary Diploma in Information and Communication Technology (ODICT) NTA Level 6**

Holders of Technician Certificate (NTA 5) in Information and Communication Technology with at least GPA of 2.

### **3.2.22 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 in the following subjects: Economics, Geography, History, Commerce, Accounting, Advanced Mathematics, Kiswahili, Nutrition, French, Agriculture, Biology, English Language, Literature, Physics Chemistry, Arabic, Fine Arts, Computer Science, Chinese, or Physical Education based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5.  
Or

- ii. Diploma in Environmental Planning, Environmental and Coastal Management, Environmental Engineering, Geo-informatics, Agricultural Economics, Agriculture, Animal Production, Architecture, Business Planning, Community Health, Cooperative Management and Accounting, Development Administration and Management, Gender and Development, Development Planning, Economics, Education, Entrepreneurship, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Geometrics, Housing and Infrastructure Planning, Human Resource Management, International Relation and Diplomacy, Investment Planning, Land Management and Valuation, Land Surveying, Tourism, wildlife, Land use planning, Law, Livestock, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Accountancy, Micro Finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations,

Public Sector Financial Management, Public Service and Management, Real Estate, Rural Development Planning, Social Work, Statistics, Tax Management, Community Development or Urban and Rural Development Planning with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0.

### **3.2.23 Bachelor Degree in Environmental Planning and Management (BDEPM)**

A candidate should have:

#### **Either**

- i. Two principal passes in the following subjects: Economics, Geography, History, Kiswahili, Commerce, Arabic, Fine Arts, English Language, Literature, Accounting, Advanced Mathematics, Nutrition, Agriculture, Biology, English Language, Physics, Chemistry, Physical Education and Computer Science. based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5.  
Or

- ii. Diploma in Environmental Planning, Environmental and Coastal Management, Environmental Engineering, Geo-informatics, Agricultural Economics, Agriculture, Animal Production, Architecture, Business Planning, Community Health, Cooperative Management and Accounting, Development Administration and Management, Gender and Development, Development Planning, Economics, Education, Entrepreneurship, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Geometrics, Housing and Infrastructure Planning, Human Resource Management, International Relation and Diplomacy, Investment Planning, Land Management and Valuation, Land Surveying, Tourism, wildlife, Land Use Planning, Law, Livestock, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Accountancy, Micro finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Sector Financial Management, Public Service and Management, Real Estate, Rural Development Planning, Social Work, Statistics, Tax Management, Community Development or Urban and Rural Development Planning, Social Work, Statistics, Tax Management, Community Development, Urban and Rural Development Planning with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0.

### **3.2.24 Bachelor Degree in Population and Development Planning (BDPDP)**

A candidate should have:

#### **Either**

- i. Two principal passes in the following subjects: Economics, Geography, History, Commerce, Accounting, Advanced Mathematics, Kiswahili, Nutrition, French, Agriculture, Biology, English Language, Literature, Physics or Chemistry, French, Arabic, Fine Arts, Commerce, Computer Science, Physical Education and Chinese based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5  
Or

- ii. Diploma in Environmental Planning, Environmental and Coastal Management, Environmental Engineering, Geo-Informatics, Agricultural Economics, Agriculture, Animal Production, Architecture, Business Planning, Community Health, Cooperative Management and Accounting, Development Administration and Management, Gender and Development, Development Planning, Economics, Education, Entrepreneurship, Environmental Health, Exploration and Mining Geology, Fisheries, Forestry, Geometrics, Housing and Infrastructure Planning, Human Resource Management, International Relation and Diplomacy, Investment Planning, Land Management and Valuation, Land Surveying, Tourism, wildlife, Land Use Planning, Law, Livestock, Journalism, Local Government Administration and Management, Local Government Administration, Logistics Management, Marketing Management, Meteorology, Accountancy, Micro finance Management, Mineral Processing Engineering, Oil and Gas, Petroleum Geology, Petroleum Geosciences, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Public Sector Financial Management, Public Service and Management, Real Estate, Rural Development Planning, Social Work, Statistics, Tax Management, Community Development or Urban and Rural Development Planning, Demography, Population Studies, Youth Development Work, Industrial Relations, Economic Studies, Information Technology with Accounting, Library and Archival Studies, Business Information and Communication Technology, Community Health and Clinical Medicine, Pharmacy, Clinical Sociology, Agricultural Production, Beekeeping, Fishing, Animal Health Production, Governance and Development, Social Studies, Gender Issues and Development or Economic Development, Islamic Studies, Divinity, Correction Science, Nursing Mental Health, Dental Health, Environmental Health Science, Criminal Investigation, Counselling Psychology, Police Science, Mass Communication, Education Leadership and Management, School Quality Assurance Certificate with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0.

### **3.2.25 Bachelor Degree in Development Finance and Investment Planning (BDFIP)**

A candidate should have:

#### **Either**

- i. Two principal passes in the following subjects: Economics, Geography, History, Commerce, Accounting, Advanced Mathematics, Nutrition, Agriculture, Biology, English Language, Literature, Physics, Chemistry, French, Arabic, Fine Arts, Computer science, Accountancy based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5  
Or
- ii. Diploma in Accountancy, Public Sector Accounting and Finance, Marketing Management, Economics, Human Resource Management, Tax Management, Agricultural Economics, Agriculture, Animal Production, Architecture, Business Administration, Business Planning, Cartography, Logistics and Transporting, Civil Engineering, Community Health, Cooperative Management and Accounting, Development Administration and Management, Gender issues and Development, Development Economics, Development Planning, Economics, Education, Entrepreneurship, Environmental Planning, Pharmacy, Fisheries, Geo-Informatics for Natural Resources Management, Geology and Mineral Exploration,

Geometrics, Tourism, wildlife, Housing and Infrastructure Planning, Information and Communication Technology, Insurance, International Relation and Diplomacy, Investment Planning, Land Management and Valuation, Land Surveying, Land use planning, law, Library, Livestock, Local government Accounting and Finance, Journalism, Local Government Administration and Management, Logistics Management, Meteorology, Procurement and Supply Management, Project Management, Project Planning, Public Administration, Public Policy and Planning, Public Relations, Development Public Service and Management, Real Estate, Records Management, Rural Development Planning, Social Work, Statistics, Urban and Environmental Management, Community Development, Urban and Regional Planning, Urban and Rural Development Planning, Valuation and Registration, Youth Development Work, Public Sector Financial Management or Micro finance Management, Mass Communication, Logistic Management, Enterprise Development, Freight Clearing and Forwarding, Statistics, procurement and Supplies Management, Tax Administration with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0.

### **3.2.26 Bachelor Degree in Human Resource Management (BDHRM)**

A candidate should have:

**Either**

- i. Two principal passes in the following subjects: Economics, Geography, History, Commerce, Accounts, Advanced Mathematics, Kiswahili, Nutrition, Agriculture, Biology, English Language, Literature, Physics, Chemistry, French, Arabic, Fine Arts or Computer Science based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- ii. Diploma in Community Development, Social Work, Human Resource Management, Office Management & Administration, Journalism, Local Government Administration, Development Planning, Secretarial Studies, Gender and Development, International Relations and Diplomacy, Local Government Finance and Administration, Records Management, Public Administration, Public Relation, Law, Education, Records and Achieves Management, Procurement and Supply, Development Administration and Management , Rural Development, Public Sector Financial Management, Development Economics, Public Service and Management, Business Administration, Economics, Industrial Relations, Economic Studies, Public Sector Finance Management, Custom and Tax Management, Banking and Finance, Environmental Management, Freight Clearing and Forwarding, Statistics, Criminal Investigation, Counseling Psychology, Police Science, Sociology, Hotel Management, Political Science, Mass Communication, Entrepreneurship, Logistic Management, Enterprise Development, Divinity and Islamic Studies with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0.

### **3.2.27 Bachelor Degree in Urban Development and Environmental Management (BDUEM)**

A candidate should have:

#### **Either**

- i. Two principal passes in the following subjects: Geography, Biology, Agriculture, Chemistry, Arabic, Physics, History, Kiswahili, Accountancy, Commerce, English Language, Literature Advanced Mathematics, Nutrition, French, Economics, Computer Science, Chinese, Physical Education or Fine Arts based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5  
Or
- ii. Diploma in Urban and Environmental Management, Urban and Regional Planning, Urban and Rural Development Planning, Urban Forestry and Landscaping Architectural Technology, Cartography, Civil and Transportation Engineering, Civil Engineering, Geology and Mineral Exploration, Architecture, Banking, Building Economics, Business and Project Management, Community Development, Community Health, Cooperative Management and Accounting, Development Administration and Management, Accountancy, Development Planning, Environmental and Coastal Management, Environmental Engineering, Environmental Science, Exploration and Mining Geology, Finance and Banking, Agriculture, Aquaculture Fisheries, Forestry, Gender issues and Development, General Agriculture, Geo-informatics for Natural Resources, Geometrics, Graphic Art and printing, Health, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, information Technology, International Relation and Diplomacy, Livestock, Procurement and Supply Management, Local Government Accounting and Finance, Procurement, Local Government Administration, 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, Social Work, Statistics, Tourism, Land Management Valuation, Land Management, Real Estate, Valuation and Registration or Land Surveying with an average of “B” or a minimum GPA of 3.0.  
OR Foundation Certificate of The OUT with a minimum of GPA of 3.0.

### **3.2.28 Bachelor Degree in Economics (BDEC)**

A candidate should have:

#### **Either**

- i. Two principal passes in the following subjects: Economics, Geography, History, Commerce, Accounting, Advanced Mathematics, Kiswahili, Nutrition, Agriculture, Biology, English Language, Physics, Chemistry, French, Arabic, Fine Arts, Computer Science, Chinese or Physical Education based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5  
Or
- ii. Diploma in Economics, Taxation, Agriculture, Cooperative Management and Accounting, Tax Aquaculture, Banking, Building Economics, Business Administration, Business and Project Management, Logistics and Transport, Community Development, Community Health, Development Administration and Management, Accountancy, Development Economics, Development Planning,

Environmental Planning, Environmental Science, Finance and Banking, General Agriculture, Geo-informatics for Natural Resources, Housing and Infrastructure Planning, Human Resource Management, Information and Communication Technology, Information Technology, Insurance and Risk Management, International Relation and Diplomacy, Land Management Valuation, Land Surveying, Livestock, Local Government Accounting and Finance, Procurement, Local Government Administration, Marketing Management, Metrology and Standardization, Metrology, Project Management, Project Planning, Public, Sector Accounting and Finance, Public Sector Financial Management, Real Estate, Social Work, Statistics, Tourism, Urban and Environmental Management, Urban and Regional Planning, Urban and Rural Development Planning, Valuation and Registration, Procurement and Supply Management, Tax Management, Tax Management, Agricultural Economics, Agribusiness, Mathematics and Statistics, Public Policy and Planning, Customs and Tax Management, Public Sector Finance and Management, Industrial Relations with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0

### **3.2.29 Bachelor Degree in Community Development (BD CD)**

A candidate should have:

#### **Either**

- i. Two principal passes in the following subjects: Economics, Geography, History, Commerce, Accounts, Advanced Mathematics, Kiswahili, Nutrition, Agriculture, Biology, English Language, Literature, Physics or Chemistry, French, Arabic, Fine Arts, Commerce, Computer Science, Physical Education and Chinese based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5

Or

- ii. Diploma in Accountancy, Development Planning, Business Administration, Marketing Management, Local Government Accounting and Finance, Fisheries, Tourism, Livestock, Cooperative Management and Accounting, Human Resource Management, Public Administration, Public Sector Financial Management, Community Development, Development Administration and Management, Finance, Public Sector Financial Management, Real Estate, Social Work, Statistics, Urban and Environmental Management, Urban and Regional Planning, Urban and Rural Development Planning, Valuation and Registration, Community Development Procurement and Supply Management, Tax Management, Land Management and Valuation, Land Surveying, Land Use Planning or Social Work, Industrial Relations, Economic Studies, Information Technology with Accounting, Law, Library and Archival Studies, Business Information and Communication Technology, Community Health, Correctional Science, Nursing, Mental Health, Dental Health, Environmental Health, Pharmacy, Medical Laboratory, Records Management, Clinical Medicine, Sociology, Project Planning, Education, Agricultural Production, Forestry, Beekeeping, Fishing, Animal Health Production, Local Government Administration, Governance and Development, Gender and Development, Social Studies, Gender Issues and Development, Economic Development, Islamic Studies, Divinity, Criminal Investigation, Counselling, Psychology, Police Science, Mass Communication, Public Policy and Planning, Educational Leadership and Management, School Quality Assurance Certificate, International Relations and Diplomacy, Conflict Studies, Labour Law



and Labour Studies with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0.

### **3.2.30 Bachelor Degree in Project Planning and Management (BDPPM)**

A candidate should have:

#### **Either**

- i. Two principal passes in the following subjects: Economics, Geography, History, Commerce, Accounting, Advanced Mathematics, Kiswahili, Nutrition, French, Agriculture, Biology, English Language, Literature, Physics, Chemistry, Arabic, Fine Arts, Computer Science, Chinese or Physical Education 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 and Supply, Cooperative Management and Accounting, Public Sector Financial Management, Development Administration and Management, Development Economics, Public Policy and Planning, Agriculture Economics, Environmental Planning, Investment Planning, Community Development, Local Government Administration, Human Resource, Business Planning, Land use Planning, Cartography, Law, Gender and Development, Economic Planning, Education, Health Sciences, , Social Welfare, Wildlife Management, Project Planning, Cooperative Management and Accounting, Valuation and Registration, Youth Development Work, Public Service and Management, Real Estate, Secretarial Studies, Social Work, Statistics, Tax Management, Rural Development Planning or Rural Development, Records Management, Records and Archives, Commerce, Banking and Finance, Custom and Tax Management, Industrial Relations, Insurance, Agriculture, Political Science, Marine science, Beekeeping, Forestry, Aquaculture, Education Management and Administration, School Inspection, International Relations and Diplomacy, Clinical Medicine with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0

### **3.2.31 Bachelor Degree in Business Administration (BDBA)**

A candidate should have:

#### **Either**

- i. Two principal passes in the following subjects: Economics, Geography, History, Commerce, Accounting, Advanced Mathematics, Kiswahili, Nutrition, Agriculture, Biology, English Language, Literature, Physics, Chemistry, Accountancy, Computer Science or Fine Arts based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5  
Or
- ii. Diploma Accountancy, Development Planning, Business Administration, Marketing Management, Local Government Accounting and Finance, Education, Human Resource Management, Procurement and Supply Management, Risk Management, Business and Project Management, Entrepreneurship and Development, Industrial Relations, 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, Development Administration and Management or Community Development, Hotel Management, Mass Communication, Logistic Management, Enterprise Development, Business Planning, Procurement and Supplies Management with an average of “B” or a minimum GPA of 3.0. OR Foundation Certificate of The OUT with a minimum of GPA of 3.0.

### **3.2.32 Bachelor Degree in Urban and Regional Planning (BDURP)**

A candidate should have:

**Either**

- i. Two principal passes in the following subjects: Economics, Geography, History, Commerce, Advanced Mathematics, Kiswahili, Nutrition, Agriculture, Biology, English Language, Literature, Physics, Chemistry, Accountancy, Computer Science or Fine Arts based on the following grades: A=5; B=4; C=3; D=2; E=1; S=0.5  
Or
- ii. Diploma in Accountancy, Development Planning, Business Administration, Marketing Management, Local Government Accounting and Finance, Procurement and Supply, Cooperative Management and Accounting, Public Sector Financial Management, Development Administration and Management, Development Economics, Public Policy and Planning, Agriculture Economics, Environmental Planning, Investment Planning, Community Development, Business Management, Entrepreneurship, Animal Production, Business Planning, Public Sector Account, Human Resource Management, Logistic and Management, Information and Communication Technology, Fisheries, Geo Informatics and Natural Resource Management, Project Planning, Public Administration, Internal Relation and Diplomacy, Urban and Rural Development Planning, Youth Development Work, Social Work, Mass Communication, Logistic Management, Tax Administration, Local Government Administration, Human Resource, Business Planning, Land use Planning, Cartography, Law, Gender and Development, Economic Planning, Education, Health Sciences, , Social Welfare, Wildlife Management, Project Planning, Cooperative Management and Accounting, Valuation and Registration, Youth Development Work, Public Service and Management, Real Estate, Secretarial Studies, Social Work, Statistics, Tax Management, Rural Development Planning, Rural Development, Records Management, Records and Archives, Diploma in Commerce, Banking and Finance, Customs and tax Management, Industrial relation Insurance, agriculture Political science Marine science Beekeeping, Forestry, Aquaculture, Education Management and Administration, School Inspection, International Relations and Diplomacy, Clinical Medicine with an average of “B” or a minimum GPA of 3.0. OR Foundation Programme of the OUT with A Minimum of GPA of 3.0.

### **3.2.33 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.

#### **3.2.34 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.

#### **3.2.35 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.

#### **3.2.36 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.

#### **3.2.37 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

#### **3.2.38 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

### **3.2.39 Master Degree in Regional Development Planning (MRDP) NTA level 9**

The candidates intending to apply for admission to the Master Degree in Regional 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;

### **3.2.40 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;

#### **3.2.41 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;

#### **3.2.42 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;

#### **3.2.43 Master Degree in Human Resource Management**

Bachelor Degree (NTA level 8) with a minimum of lower second class or GPA of 2.7 in a relevant discipline or equivalent qualifications OR Bachelor Degree of Pass grade in any discipline with Postgraduate Diploma in related discipline

### **3.2.44 Master Degree in Environmental Health and Sanitation Management**

At least NTA level 8 (Bachelor Degree) of second class in Environmental Engineering, Environmental planning and management, Geography and Environmental studies, Environmental Science and Management, public health or related discipline) with a GPA of 2.7 for classified awards or an average of B for non - classified awards or an average of B for non - classified awards class in relevant or related discipline as may be approved by relevant recognized department course committee OR Non NTA Bachelor Degree with a “Pass” for classified awards or average of C grade for unclassified awards of Environmental Planning, Environmental Science and Management, Environmental Engineering, Geography and Environmental Studies, Public Health, Environmental Health or related discipline with Postgraduate Diploma of at least second lower class for classified awards or average of B+ grade for unclassified awards.

## **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 per Year**

Programme	Variable Costs (TZS)					Dissertation production	Total Cost
	Meal allowance	Books & Stationery	Medical allowance	Accommodation	Studio/ Field/ Research Work		
Postgraduate Diploma	1,440,000	500,000	200,000	350,000	1,000,000	250,000	3,740,000
Bachelor Degree	1,300,000	200,000	200,000	350,000	900,000	100,000	2,850,000
Bachelor Degree in Urban and Regional Planning	1,300,000	300,000	200,000	350,000	900,000	100,000	3,150,000
Ordinary Diploma	1,200,000	200,000	100,000	350,000	252,000	60,000	2,162,000
Basic Technician 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 \$)				
	Meal allowance	Books & Stationery	Medical allowance	Studio and research work/dissertation production	Total
Postgraduate Diploma	1,500	500	300	1800	4,100
Bachelor Degrees	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 (TZS)	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
<b>Total</b>	<b>9,810,000.00</b>	<b>10,000.00</b>

**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 (TZS)**

Item	Basic Technician Certificate Programmes <sup>A</sup>	Basic Technician Certificate in Geomatics & Urban and Regional Planning	Technician Certificate & Ordinary Diploma Programmes <sup>B</sup>	Technician Certificate & Ordinary Diploma in Geomatics & Urban and Regional Planning	Bachelor Degree Programmes (3 YRS) <sup>1 C</sup>	Bachelor Degree in Urban and Regional Planning (4 YRS) <sup>2</sup>
Tuition	830,000	905,000	940,000	1,105,000	1,130,000	1,400,000
Registration	50,000	50,000	50,000	50,000	50,000	50,000
Student Organization	20,000	20,000	20,000	20,000	20,000	20,000
Sports and games	10,000	10,000	10,000	10,000	10,000	10,000
NACTE Quality Assurance	15,000	15,000	15,000	15,000	20,000	20,000
<b>Total</b>	<b>925,000</b>	<b>1,000,000</b>	<b>1,035,000</b>	<b>1,200,000</b>	<b>1,230,000</b>	<b>1,500,000</b>

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

Item	Basic Technician Certificate	Basic Technician Certificate in Geomatics & Urban and Regional Planning	Technician Certificate & Ordinary Diploma	Technician Certificate & Ordinary Diploma in Geomatics & Urban and Regional Planning	Bachelor Degree Programmes (3 yrs)	Bachelor Degree in Urban and Regional Planning (4YRS)	Post graduate Diploma
Tuition	700	757	1000	1,160	1500	1,830	1,830
Registration	100	100	100	100	100	100	100
Sports and Games	50	50	50	50	50	50	50
Student Organization	50	50	50	50	50	50	50
Accommodation	500	500	500	500	500	500	500
NACTE Quality Assurance fee	15	15	15	15	20	15	15
<b>Total</b>	<b>1415</b>	<b>1,472</b>	<b>1715</b>	<b>1,875</b>	<b>1720</b>	<b>2,545</b>	<b>2,545</b>



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

S/N	Item	EA Citizens (TZS)	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		<b>4,400,000</b>	<b>4,090.00</b>

**Note:** Items No. 2, 3, 4, 6 & 8 are paid in full and item No. 5 pay 1,700,000 during registration and the remaining will be paid during second semester of the study.

### C. STUDIO/FIELD PRACTICAL COST DIRECT PAYABLE TO IRDP

The Institute of Rural Development Planning Curricula requires students to undertake field practical, both indoor and outdoor. To effectively undertake this exercise, students are required to incur some cost for practical fieldwork in the form of studio/field/research/transport. Payment of money for practical fieldwork must be made by students directly to IRDP using the control number during registration as shown in Table 7.

**Table 7: Studio/Field/Research/Transport cost to be paid by students for various programmes offered by the Institute (TZS)**

Programmes offered by the Institute (2022)					
Category A					
Programme		Studio/Field/Research	Studio/Field Cost Payable to IRDP (40%)	Semester I	Semester II
Basic Technician Certificate Programmes		100,000	40,000	20,000	20,000
Ordinary Diploma Programmes	NTA Level 5	126,000	50,400	25,200	25,200
	NTA Level 6	126,000	50,400	25,200	25,200
Category B					
Programme		Studio/Field/Research cost payable to IRDP	Year I	Year II	Year III
Bachelor's Degree in Urban and Regional Planning		900,000	100,000 <sup>1</sup>	100,000 <sup>1</sup>	100,000 <sup>3</sup>
Category C					
Programme		Excursion and Transport Cost	Transport cost payable to IRDP	Semester I	Semester II
PG-Diploma Programmes		500,000	200,000 <sup>4</sup>	100,000	100,000
Masters		500,000	200,000 <sup>2</sup>	100,000	100,000

## **MODE OF PAYMENT**

All payments for fees are directly paid to IRDP using the control number during registration. However, the Institute is not responsible for any type of money transfer charges and or taxes. Please ensure that payments made are receipted by IRDP.

### **Note**

<sup>A</sup>; With exception of Basic Technician Certificate in Geomatics & Urban and Regional Planning

<sup>B</sup>; With exception of Technician Certificate & Ordinary Diploma in Geomatics & Urban and Regional Planning

<sup>C</sup>; With exception of Bachelor Degree in Urban and Regional Planning

<sup>1</sup>List of three-year bachelor degree programmes offered at the Institute of Rural Development Planning with similar costs

1. Bachelor Degree in Regional Development Planning
2. Bachelor Degree in Environmental Planning and Management
3. Bachelor Degree in Population and Development Management
4. Bachelor Degree in Development Finance and Investment Planning
5. Bachelor Degree in Economics
6. Bachelor Degree in Urban Development and Environmental Management
7. Bachelor Degree in Human Resource Management
8. Bachelor Degree in Community Development
9. Bachelor Degree in Business Administration
10. Bachelor Degree in Project Planning and Management

<sup>2</sup> Bachelor Degree in Urban and Regional Planning – a four-year bachelor's degree programme with different costs as compared to three-year programmes

1. Studio/field/Research cost payable to IRDP
2. Transport related cost payable to IRDP

## **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**

##### **5.1.2.1 Act**

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

##### **5.1.2.2 Academic Planning Committee**

Means the Committee established under section 8 of these regulations.

##### **5.1.2.3 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

**5.1.2.4 Assessment**

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

**5.1.2.5 Award**

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

**5.1.2.6 Board of Examiners**

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

**5.1.2.7 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.

**5.1.2.8 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

**5.1.2.9 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.

**5.1.2.10 Coursework**

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

**5.1.2.11 Department**

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

**5.1.2.12 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

**5.1.2.13 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

**5.1.2.14 Supplementary Examination**

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

**5.1.2.15 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.

**5.1.2.16 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.

**5.1.2.17 Governing Council**

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

**5.1.2.18 GPA**

Means Graded Point Average.

**5.1.2.19 Invigilator**

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

**5.1.2.20 Invigilation**

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

**5.1.2.21 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.

**5.1.2.22 Plagiarism**

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

**5.1.2.23 Semester**

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

**5.1.2.24 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

**5.1.2.25 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 students dissertations

**5.1.2.26 External Examiner**

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

**5.1.2.27 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.

**5.1.2.28 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).

**5.1.2.29 Jury**

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

**5.1.2.30 Registration**

Means the act of recording students information on the system of the Institute records of eligibility

**5.1.2.31 Graduate**

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

**5.1.2.32 Examination Room/Venue**

Means a place where the examination is being conducted under invigilation

**5.1.2.33 Campus**

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

**5.1.2.34 Training Centres**

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

**5.1.2.35 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) Modules 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 Institutes 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) DASS - 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 DASS/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) DASS - Secretary
- v)

#### **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 DASS/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 DASS/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 DASS/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 ( $A_1$ ), test one ( $T_1$ ), assignment two ( $A_2$ ) and test two ( $T_2$ ) 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  $A_1$  and  $T_1$  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  $A_2$  and  $T_2$  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 DASS 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 two Hours for NTA Level 4-6 and three hours for NTA Level 7-9.

## **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 DASS'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**

**5.4.3.1** 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

**5.4.3.2** 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).

**5.4.3.3** 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.

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

**5.4.3.5** 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.

**5.4.3.6** 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.

**5.4.3.7** All cases of discontinuation from studies shall be approved by APC

**5.4.3.8** 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.

**5.4.3.9** 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.

**5.4.3.10** Where there is evidence of a leakage of examination, the EDC shall nullify the examination and require the candidates to re-sit the examinations.

**5.4.3.11** Leakage of examinations by any person shall be punishable by relevant disciplinary authority.

#### **5.4.4 Examination Instructions to Candidates**

**5.4.4.1** Candidates shall be allowed to enter the examination room fifteen minutes prior to the  
time prescribed for the commencement of any examination.

**5.4.4.1** No candidate shall be allowed to enter into the examination room without his/her IRDP identity card.

**5.4.4.2** 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.

**5.4.4.3** 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.

**5.4.4.4** 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.

**5.4.4.5** 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.

**5.4.4.6** Names, initials or any other mark that may distinguish one candidate from another should never be written on script papers or answer booklets.

**5.4.4.7** Each candidate is required to begin each question on a fresh page. Failure of that the overlapping part will not be marked.

**5.4.4.8** No candidate allowed to borrow a calculator, ruler, pen, pencil and or a rubber from his/her fellow candidate during examinations.

**5.4.4.9** 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.

- 5.4.4.10** 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.
- 5.4.4.11** 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.
- 5.4.4.12** 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**

- 5.4.4.13** Invigilators should be physically present in the examination room at least 15 minutes before the commencement of the examination.
- 5.4.4.14** 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.
- 5.4.4.15** Invigilators may search/check students to ensure that they do not enter the examination room with unauthorized materials.
- 5.4.4.16** 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.
- 5.4.4.17** 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.
- 5.4.4.18** 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.

**5.4.4.19** 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.

**5.4.4.20** 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**

**5.4.4.21** At the commencement of the examination, invigilators should remind candidates to ensure that they are attempting the right examination papers.

**5.4.4.22** 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.

**5.4.4.23** Invigilators should not stay in one place for too long. They should move around and strategically observe candidates.

**5.4.4.24** Random checks of answer books should be done to search for unauthorized materials which may be hidden within the answer books.

**5.4.4.25** (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**

**5.4.4.26** 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.

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

**5.4.4.28** 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.

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

**5.4.4.30** 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**

**5.4.4.31** 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.

**5.4.4.32** 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.

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

**5.4.4.34** 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.

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

**5.4.4.36** 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.

**5.4.4.37** 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 Basic and Technician Certificate (NTA Level 4 and 5) a Four Point System shall apply based on grades. For Diploma (NTA Level 6) a Five Point System shall apply based on grades and for Bachelor Degrees, Postgraduate Diploma and Masters a Five Point System shall apply in averaging final grades based on the raw marks. The letter grades will be assigned points as indicated in Table 7

**Table 8: Classification of grades**

NTA Levels 4 – 5 Programs				NTA Levels 6 Programs				NTA Levels 7 – 10 and Postgraduate Diploma Programs			
Grade	Descriptions	Score Range	Remarks	Grade	Descriptions	Score Range	Remarks	Grade	Descriptions	Score Range	Remarks
			Pass	A	Excellent	75-100	Pass	A	Excellent	70-100	Pass
A	Excellent	80-100		B+	Very Good	65-74	Pass	B+	Very Good	60-69	Pass
B	Good	65-79	Pass	B	Good	55-64	Pass	B	Good	50-59	Pass
C	Average	50-64	Pass	C	Average	45-54	Pass	C	Average	40-49	Pass for NTA 7-8, Fail for NTA 9-10 & PGDs
D	Poor	40-49	Fail	D	Poor	35-44	Fail	D	Poor	35-39	Fail
F	Failure	0-39	Fail	F	Failure	0-34	Fail	F	Failure	0-34	Fail

**Key:** NTA = National Technical Awards PGs = Postgraduate Programmes

### 5.8.1.3 Computation for Grade Points for NTA level 4, 5 and 6 Programmes

Credit values (CV) for each module shall be as indicated in the respective curricula. For NTA Level 4, 5 and 6 programs, grades earned by students in each module shall be assigned numerical values (Grade Points (GP)). For NTA Level 7, 8, 9 and postgraduate diploma programs numerical values for Grade Points in each module shall be computed using students' Raw Scores or marks on individual module based on equations as indicated in Table 8. Grade points for individual modules shall be truncated to four decimal places.

**Table 9: Grade Points and Equations for Computing Grade Points.**

NTA LEVEL 4 AND 5 PROGRAMS			NTA LEVEL 6 PROGRAMS			NTA LEVEL 7 AND 8 PROGRAMS			NTA LEVEL 9, 10 AND PGD PROGRAMS		
SCORE RANGE	GRADE	GRADE POINT (GP)	SCORE RANGE	GRADE	GRADE POINT (GP)	SCORE RANGE	GRADE	EQUATION FOR COMPUTING GRADE POINT (GP)	SCORE RANGE	GRADE	EQUATION FOR COMPUTING GRADE POINT (GP)
80-100	A	4	75-100	A	5	70-100	A	GP= 0.02RM + 3	70-100	A	GP= 0.02RM + 3
			65-74	B+	4	60-69	B+	GP= 0.0889RM - 1.8333	60-69	B+	GP= 0.0889RM - 1.8333
65-79	B	3	55-64	B	3	50-59	B	GP= 0.0778RM - 1.1889	50-59	B	GP= 0.0444444RM + 0.7778
50-64	C	2	45-54	C	2	40-49	C	GP= 0.0667RM - 0.6667	40-49	C	GP= 0.1RM - 2
40-49	D	1	35-44	D	1	35-39	D	GP= 0.225RM - 6.875	35-39	D	GP= 0.225RM - 6.875
0-39	F	0	0-34	F	0	0-34	F	GP= 0.0265RM	0-34	F	GP= 0.0265RM

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

### Computation of Cumulative and/or Overall Grade Point Average

Cumulative GPA per each Semester and the Overall GPA shall be computed and used to measure student performance, classifying final awards for student, determine student progression from one semester/level to another and joining new level of entry. Cumulative Grade Point Average and Overall GPA for each candidate shall be computed by dividing the Summation of the product of respective module Grade Point earned and respective module Credit Value by the Summation of Credit Values of all modules for the respective semester/period. Cumulative Grade Point Average and Overall GPA for each candidate shall be truncated to one decimal place and hence shall not be rounded off. The Institute shall classify Final Awards for qualification of Graduands in different degree programs and non-degree programs as stipulated in Table 9

$$GPA = \frac{\sum_{i=1}^n (GP_i \times CV_i)}{\sum_{i=1}^n CV_i}$$

**Where**

GPA Represents Grade Point Average

n

$\sum$  Represents Summation of Respective Values (from first value  $i=1$  up to the last value  $n$ )

$i=1$

$GP_i$  Represents a Grade Point (GP) assigned to each letter grade scored or computed using respective equations as indicated in Table 8

$CV_i$  Represents Credit Values (CV) associated to each module as per respective curricula

**Table 10: Classification of Awards**

NTA LEVELS 4 – 5 PROGRAMS			NTA LEVELS 6 - 8 PROGRAMS			NTA LEVELS 9 & PGD PROGRAMS		
Grade	GPA Range	Classification	Grade	GPA Range	Classification	Grade	GPA Range	Classification
A	3.5 – 4.0	First Class	A	4.4 – 5.0	First Class	A	4.4 – 5.0	First Class
			B+	3.5 – 4.3	Upper Second Class	B+	3.5 – 4.3	Second Class
B	3.0 – 3.4	Second Class	B	2.7 – 3.4	Lower Second Class	B	3.0 – 3.4	Pass
C	2.0 – 2.9	Pass	C	2.0 – 2.6	Pass	C	2.0 – 2.9	Fail
D	1.0 – 1.9	Fail	D	1.0 – 1.9	Fail	D	1.0 – 1.9	Fail
F	0.0 – 0.9	Fail	F	0.0 – 0.9	Fail	F	0.0 – 0.9	Fail

NTA Level 10 Programs shall not be Classified.

## **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 Masters 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**

Each Bachelor Degree student shall be required to present his/her dissertation /research work to the selected juries before submission

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

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

A candidate who absconds from defending his/her work shall be discontinued

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.

Unsatisfactory second presentation of the dissertation shall render a candidate liable for discontinuation from studies subject to approval by the APC

#### **5.9.5 Copy Write Ownership**

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 Plagiarism**

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

##### **5.9.5.2 Highest Grade to Be Awarded**

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, ODDPs 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**

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 Institutes Board of Examiners.

#### **5.9.5.4 The Maximum Pass Mark for Supplementary**

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 Candidate with Less Than C Grade**

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 Similarities of Marks**

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 Supplementary of Research Project/Project Paper/Special Paper**

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 Permission for Extension of Studies**

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:

Clarity and ability to expression,

The content of the paper and systematization in presentation.

#### **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.

#### **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

#### **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.

#### **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.

Apportioning of marks

#### **Theoretical part**

Seminars	7.5%
Essays/Assignment	7.5%
Class tests	25%
End of Semester Examinations	60%
<b>TOTAL</b>	<b>100%</b>
<b>Pass mark is 50%</b>	

#### **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%
<b>TOTAL (Studio work)</b>	<b>100%</b>
<b>Pass mark is 50%</b>	
Research project report	80%
Research project defence	20%
<b>TOTAL</b>	<b>100%</b>
<b>Pass mark is 50%</b>	

### **5.11 Bachelor Degree Programmes**

The following rules shall be observed: -

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.

Each student will be assigned a specified task on which it will be marked as his/her contribution to studio work.

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.

### **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%
<b>TOTAL</b>	<b>100%</b>
<b>Pass mark is 40%</b>	

#### **(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:

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

<b>Semester II</b>	
Class Assignment/Presentation Quizzes	15%
Class Test	25%
End of Semester Examination	60%
<b>TOTAL</b>	<b>100%</b>
Field work for District Social Economic profile	20%
Student's participation in the field	20%
Field report presentation	60%
Final Report	<b>100%</b>
<b>Total</b>	
<b>Pass mark is 40%</b>	

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

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

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

### 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 60 percent and end of semester examination shall carry the maximum of 40 per cent as follows: -

Class tests	40%
Class/quiz Assignments	20%
End of Semester Examinations	40%
<b>TOTAL</b>	<b>100%</b>
<b>Pass mark is 50%</b>	

#### 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	40%
End of Semester Examination	40%
<b>TOTAL</b>	<b>100%</b>

##### Semester II

Class Assignment/Presentation	20%
Class Test	40%
End of Semester Examination	40%
<b>TOTAL</b>	<b>100%</b>

##### Semester III

Class Assignment/Presentation	20%
Class Test	40%
End of Semester Examination	40%
<b>TOTAL</b>	<b>100%</b>

##### Semester IV

Class Assignment/Presentation/Quizzes	20%
Class Test	40%
End of Semester Examination	40%
<b>TOTAL</b>	<b>100%</b>

##### Practical Work

**100%**

Presentation	20%
Field Attachment report	35%
Project Paper	45%
<b>TOTAL</b>	<b>100%</b>

### 5.11.2 Basic Technician Certificate

The following rules shall be observed: -

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.

Each student will be assigned a specified task on which it will be marked as his/her contribution to studio work.

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 60% and end of semester examination shall carry the maximum of 40% as follows: -

Class tests	40%
Class Assignments/quizzes	20%
End of Semester Examinations	40%
<b>TOTAL</b>	<b>100%</b>
<b>Pass mark is 50%</b>	

#### 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:-

<b>Semester II</b>	
Class assignment/ presentation	20%
Class test	40%
End of semester examination	40%
<b>TOTAL</b>	<b>100%</b>
<b>Pass mark is 50%</b>	

#### **Practical Work**

Presentation	20%
Field Attachment report	35%
Special Paper	45%
<b>TOTAL</b>	<b>100%</b>

### 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 Awards of certificates**

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 Application for transcript(s)**

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:

#### **5.12.3 The applicant produces a sworn affidavit**

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

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

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

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
DAT04101	Development Studies	96	6
DAT04102	Basic Computer Applications	96	5
DAT04104	Communication Skills	64	8
DAT04105	Basics of Local Government Accounting and Finance	64	8
PDT04101	Basic Mathematics and Statistics	64	8
RDT04101	Basics of Rural Development	64	8
RDT04102	Basics of Development Planning	64	8
RDT04103	Basic Principles of Economics	32	8
RDT04104	Studio Work: Village Development Planning	64	9
Semester II			
DAT04202	Basics of Entrepreneurship and Business Management	96	8
RDT04201	Basic Elements of Rural Sociology	64	6
RDT04202	Basics of Project Planning and Management	64	8
RDT04203	Local Government Practices and Professional Ethics	64	6
RDT04204	Basics of Development Management and Public Administration	32	6
RDT04205	Basic Elements of Environment and Development	96	6
RDT04206	Book Keeping	64	6
RDT04207	Studio Work: Writing Skills and Field Work Practices	64	9
RDT04208	Field Practical Training	100	16

## 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
DAT04103	Studio Work – Data Collection Techniques and Writing Skills	64	9
DAT04101	Development Studies	64	6
DAT04102	Basic Computer Applications	96	5
DAT04104	Communication Skills	64	8
DAT04105	Basics of Local government Accounting and Finance	64	8
PDT04101	Basic Mathematics and Statistics	96	8
RDT04102	Basics of Development Planning	96	8
RDT04103	Basic Principles of Economics	96	8

#### Semester Two

Module Code	Module Name	Contact Hours	Total Credit
DAT04201	Basic Principles of Development and Conflict Management	64	8
DAT04202	Basic of Entrepreneurship and Business Management	64	8
DAT04203	Studio Work – Local Government Structures	64	9
DAT04204	Office Management Skills	64	6
DAT04205	Basic Principles of Laws and Governance	64	8
DAT04206	Principles of Accounting	96	6
DAT04207	Basic of Microfinance	64	6
DAT04208	Field Practical Training	64	16
RDT04202	Basics of Project Planning and Management	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
CDT04101	Applied ICT	64	8
CDT04102	Basic Communication Skills	64	6
CDT04103	Civic Education	64	7
CDT04104	Community Development Principles and Approaches	64	6
CDT04105	Elementary Book Keeping	64	6
CDT04106	Environmental Management	64	6
CDT04107	Human Development	64	5
CDT04108	Introduction to Community Development		8
CDT04109	Sociology		8

**Semester Two**

Module Code	Module Name	Contact Hours	Total Credits
CDT04210	Field Practical Training	64	19
CDT04211	Basics of Entrepreneurship	64	6
CDT04212	Community Capacity Development Skills	64	8
CDT04213	Community Health	64	6
CDT04214	Food Security and Nutrition	64	4
CDT04215	Introduction to Gender and Development	64	6
CDT04216	Introduction to Microeconomics	64	7
CDT04217	Records Keeping for Community Development	64	4

**6.4 Basic Technician Certificate in Geomatics****Semester One**

Module Code	Module Name	Contact Hours	Total Credits
GMT04101	Land Surveying	128	9
GMT04102	Geomathematics	128	11
GMT04103	Computer Application	128	13
GMT04104	Residential Plot Surveying Studio	128	13
GMT04105	Surveying Adjustments	128	9

**Semester Two**

Module Code	Module Name	Contact Hours	Total Credits
GMT04201	Communication Skills	128	9
GMT04202	Physics for Geomatics	128	9
GMT04203	Cartography	128	9
GMT04204	Rural Centre Land Surveying Studio	128	13
GMT04205	Entrepreneurship and Professional Ethics	128	9
GMT04206	Field Practical Training		16

## 6.5 Basic Technician Certificate in Urban and Regional Planning

### Semester One

Module Code	Module Name	Contact Hours	Total Credits
UPT04103	Land Surveying	32	8
UPT04101	URP-Communication Skills	64	6
UPT04104	Site Planning	32	6
PDU04102	URP-Statistics	64	8
UPT04105	Building Material and Construction	32	6
UPT04106	Housing Graphics and Plot Organization Studio	64	18

### Semester Two

Module Code	Module Name	Contact Hours	Total Credits
DFU04207	URP-Information Communication Technology	64	8
UPT04208	Urban and Regional Planning	64	6
UPT04209	Physical Infrastructure Planning	64	6
UPT04210	Land Scaping	64	6
UPT04211	Computer Aided Design (CAD) and Cartography	32	9
UPT04212	Village Settlement Planning Studio	96	18
UPT04213	Field/ Industrial Practical Training		15

## 6.6 Basic Technician Certificate in Accounting and Finance

### Semester One

Module Code	Module Name	Contact Hours	Total Credits
DFAF04101	Communication Skills	64	6
DFAF04102	Business Mathematics and Statistics	128	12
DFAF04103	Bookkeeping and Accounting	128	13
DFAF04104	Entrepreneurship	64	6
DFAF04105	Development Planning Techniques	96	9
DFAF04106	Development Studies	64	6

### Semester Two

Module Code	Module Name	Contact Hours	Total Credits
DFAF04207	Procurement and Supply Management	128	13
DFAF04208	Taxation	128	12
DFAF04209	Information Communication Technology	32	9
DFAF04210	Marketing Strategies	96	9
DFAF04211	Microfinance Institutions	128	10
DFAF04212	Field Practical Training (Field Attachment)		15

## **6.7 Basic Technician Certificate in Information and Communication Technology**

### **Semester One**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFITT04101	Communication Skills	96	12
DFITT04102	Computer Mathematical Application	128	12
DFITT04103	Mobile Devices Management	64	12
DFITT04104	Computer Microsoft Office	96	12
DFITT04105	Computer Hardware Materials	96	12

### **Semester Two**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFITT04206	Computer Security and Networking	64	9
DFITT04207	Internet and Web Technology	64	9
DFITT04208	Electronic Business Operations	64	9
DFITT04209	Multimedia Technology	96	12
DFITT04210	Studio Work: Practical Training		21

## **6.7 Ordinary Diploma in Development Planning (ODDP)**

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.

### **6.7.1 Year One (NTA Level 5)**

#### **Semester One Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DAT05101	Communication Skills	96	6
DAT05102	Information and Communication Technology	64	8
DAT05103	Life Skills and Self-Management	64	8
DPT05101	Principles of Development Planning	64	8
DPT05102	Principles of Microeconomics	64	8
DPT05103	Studio Work: Baseline Data Collection Techniques	64	9
PDT05101	Basic Social Science Research Methods	64	6
PDT05102	Mathematics and Statistics		8

**Semester Two Modules**

Module Code	Module Name	Contact Hours	Total Credits
DAT05201	Fundamentals of Development Studies	32	6
DAT05204	Office Management Skills	64	6
DPT05201	Fundamental of Sociology	64	6
DPT05202	Basic Principles of Project Planning and Management	64	8
DPT05203	Principles of Entrepreneurship	64	8
DPT05204	Studio Work: Ward Social Economic Profile	64	9
DPT05205	Natural Resources Management		8
DPT05206	Agricultural Development Planning		8

**6.7.2 Year Two (NTA Level 6)****Semester One Modules**

Module Code	Module Name	Contact Hours	Total Credits
DAT06108	Development Administration and Management	64	8
DAT06109	Computer Application	64	6
DPT06101	Principle of Macro Economics	64	9
DPT06102	Rural Finance Planning and Management	64	8
DPT06103	Population and Development	64	6
DPT06104	Practical Training	64	24

**Semester Two Modules**

Module Code	Module Name	Contact Hours	Total Credits
DAT06201	Development Studies	64	9
DAT06202	Entrepreneurship Skills	64	9
DAT06203	Administrative Skills	32	9
DAT06204	Principles of Local government Accounting	64	9
DPT06201	Land Use Planning and Management	64	8
DPT06202	Environment and Development	64	6
DPT06203	Studio Work: Area Development Plan	64	14

**6.8 Ordinary Diploma in Development Administration and Management (ODDAM)****6.8.1 Year One (NTA Level 5)****Semester One Modules**

Module Code	Module Name	Contact Hours	Total Credits
DAT05101	Communication Skills	64	6
DAT05102	Information and Communication Technology	64	8
DAT05103	Life Skills and Self-Management	64	8
DPT05101	Principles of Development Planning	64	8
DPT 05103	Studio: Baseline Data Collection Techniques	64	9
DPT05104	Principles of Economics	64	6
PDT05101	Basic Social Science Research Methods	64	6
PDT05102	Mathematics and Statistics	64	8

**Semester Two Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DAT05201	Fundamental of Development Studies	64	6
DAT05202	Development Administration and Management	64	6
DAT05203	Community Behavior and Leadership	64	8
DAT05204	Office Management Skills	64	6
DAT05205	Local Government Administration and Management Structure	64	6
DPT05201	Fundamentals of Sociology	64	6
DPT05202	Basic Principles of Project Planning and Management	64	8
DPT05203	Principles of Entrepreneurship	64	6
DPT05204	Studio Work: Ward Social –Economic Profile	64	9

**6.8.2 Year Two (NTA Level 6)****Semester One Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
DAT06101	Human Resource Planning and Management	64	8
DAT06102	Basic Principles of Management and Governance	64	6
DAT06103	Basic Decision-Making Principles and Techniques	96	11
DAT06104	Basic Principles of Business Planning	64	8
DAT06105	Public Sector Management	64	6
DAT06106	Basic Principles of Law	64	8
DAT06107	Field Practice	64	24

**Semester Two Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
DAT06201	Development Studies	64	9
DAT06202	Entrepreneurship Skills	64	9
DAT06203	Administrative Skills	64	9
DAT06204	Principles of Local Government Accounting	64	9
DAT06205	Local Government Administration and Management	64	11
DAT06206	Studio Work: Development Administration and Management Method	96	14



## **6.9 Ordinary Diploma in Community Development (ODCD)**

### **6.9.1 Year One (NTA Level 5)**

#### **Semester One Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
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**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
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

### **6.9.2 Year Two (NTA Level 6)**

#### **Semester One Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
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**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
CDT O6208	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

## 6.10 Ordinary Diploma in Geomatics

### Year One (NTA Level 5)

#### Semester One

Module Code	Module Name	Contact Hours	Total Credits
GMT05101	Topographical Surveying	96	11
GMT05102	Surveying Computations	96	8
GMT05103	Thematic Mapping	96	8
GMT05104	Computer Aided Programmes in Surveying	96	8
GMT05105	GIS and Remote Sensing	96	8
GMT05106	Surveying Techniques Studio (Village Land Use Boundary Mapping)	128	11

#### Semester Two

Module Code	Module Name	Contact Hours	Total Credits
GMT05201	Computer Aided Computation in Surveying	96	8
GMT05202	Photogrammetry	128	8
GMT05203	Calculus for Geomatics	96	8
GMT05204	Digital Mapping	96	8
GMT05205	Cadastral Surveying Studio (Neighbourhood Land Boundaries Survey)	128	11
GMT05206	Field Practical Training		16

### Year Two (NTA Level 6)

#### Semester One Modules

Module Code	Module Name	Contact Hours	Credit Hours
GMT06101	GIS and Data Management Principles		9
GMT06102	Digital Modelling Techniques		9
GMT06103	Cadastral Surveying Studio (Neighbourhood Land Boundaries Survey)		15
GMT06104	Land Administration		9

#### Semester Two Modules

Module Code	Module Name	Contact Hours	Credit Hours
GMT06206	Mining and Hydrological Surveying Techniques		11
GMT06207	Geomatics Professional Ethics		9
GMT06208	Mining and Hydrology Studio Survey		15
GMT06209	Project Management Techniques		9
GMT06210	Research Methodology		9
GMT06211	Field Practical Training		16

## **6.11 Ordinary Diploma in Urban and Regional Planning**

### **Year One (NTA Level 5)**

#### **Semester One Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
UPT05101	URP-Communication Skills	64	6
UPT05102	Development Studies	64	6
UPT05103	URP-Statistics	64	8
UPT05104	GIS-Application	64	8
UPT05105	Village Planning	32	6
UPT05106	Village Land Use Planning Studio	128	8
UPT05107	Land Laws	64	6

#### **Semester Two Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
UPT05201	Social Science Research Methods	64	8
UPT05202	URP-Entrepreneurship Skills	64	6
UPT05203	Rural-Urban Economy and Development	64	6
UPT05204	Urban Planning Practices	64	6
UPT05205	Neighbourhood Planning Practices	64	6
UPT05206	Urban Settlement Planning Studio	128	18
UPT05207	Housing and Sanitation	64	6
UPT05208	Infrastructure Planning	64	6
UPT05209	Field Practical Training		

### **Year Two (NTA Level 6)**

#### **Semester One Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
UPT06101	Rural Development Planning		18
UPT06102	Rural Resource Assessment		6
UPT06103	Community Mobilization and Engagement in Spatial Planning		8
UPT06104	URP-English Language		8
UPT06105	URP-Research Methodology		8
UPT06106	Urban and Rural Development Control		8
UPT06107	Environmental Profile Development		6
UPT06108	Professional Ethics		9

#### **Semester Two Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
UPT06201	Urban Site Planning Studio		18
UPT06202	Planning Theories		6
UPT06203	Transport Planning		8
UPT06204	Remote Sensing and GIS		9
UPT06205	Research Project		8
UPT06206	Field Practical Training		

## 6.12 Ordinary Diploma in Accounting and Finance

### Year One (NTA Level 5)

#### Semester One Modules

Module Code	Module Name	Contact Hours	Credit Hours
DFAF05101	Customer Service and Ethics	64	9
DFAF05102	Microeconomics	64	9
DFAF05103	Local Government Accounting and Finance	64	12
DFAF05105	Cost Accounting	64	14
DFAF05106	Social Science research Methods	128	12

#### Semester Two Modules

Module Code	Module Name	Contact Hours	Credit Hours
DFAF05201	Macroeconomics	64	9
DFAF05207	Commercial Practices	64	9
DFAF05204	Studio Work: Ward Socio-Economic Profile		12
DFAF05208	Project Planning and Management	64	9
DFAF05209	Corporate Finance	64	13
DFAF05210	Book keeping and Accounts	64	12

### Year Two (NTA Level 6)

#### Semester One Modules

Module Code	Module Name	Contact Hours	Credit Hours
DFAF06101	Business Law	64	10
DFAF06102	Corporate Governance and Ethics	64	10
DFAF06103	Project Paper Writing	64	20
DFAF06104	Auditing	64	12
DFAF06105	Business Communication	64	10
DFAF06106	Financial Accounting	64	12

#### Semester Two Modules

Module Code	Module Name	Contact Hours	Credit Hours
DFAF06206	Organization Management	32	10
DFAF06207	Accounting for Public Sector	64	8
DFAF06208	Public Finance and Taxation	64	12
DFAF0209	Computerized Accounting System	32	8
DFAF06210	Financial Management	64	8
DFAF06103	Project Paper Writing		20

### **6.13 Ordinary Diploma in Information and Communication Technology**

#### **Year One (NTA Level 5)**

##### **Semester One Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
DFITT05101	Web Development	64	12
DFITT05102	Multimedia Application	64	9
DFITT05103	Computer Maintenance and Troubleshooting	64	12
DFITT05104	Operating System	96	9
DFITT05105	Development Planning	64	9
DFITT05106	Mathematics and Statistics	64	9

##### **Semester Two Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
DFITT05207	Computer Network Design	64	12
DFITT05208	Object-oriented Programming	64	9
DFITT05209	Computer Architecture	64	9
DFITT05210	Programming Language	64	9
DFITT05211	ICT Entrepreneurship	64	9
DFITT05213	Studio Work – Practical Training		12

#### **Year Two (NTA Level 6)**

##### **Semester One Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
DFITT06101	Project Planning and Management	64	9
DFITT06102	Research Methods	96	12
DFITT06103	Network Design and Administration	64	12
DFITT06104	System Administration	64	12
DFITT06105	Web Design and Development	64	15

##### **Semester Two Modules**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Credit Hours</b>
DFITT06206	Business Management	96	12
DFITT06207	Database Design and Management	64	12
DFITT06208	Software Design and Development	64	12
DFITT06209	Studio Work: Final Year Project		24

### **6.14 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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
RDU07101	Regional Development Planning	128	8
ECU07101	Micro Economics	128	9
PDU 07102	Mathematics	128	9
DFU 07101	Communication Skills	96	6
DFU07102	Fundamentals of Development studies	64	6
RDU07102	Gender and Sustainable Development	64	5
RDU07103	Studio Work: Data Collection Techniques	128	11
DFU 07104	Information Communication Technology and Computer applications	96	6

#### **Semester Two (Year One)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
PDU 07201	Statistics	128	8
RDU07201	Rural Sociology	64	6
ECU07201	Macro Economics	128	8
RDU07202	Studio Work: Data Analysis and Local Economy Assessment	128	11
RDU07203	Field Work: Socio-Economic Profile and Local Economy Assessment Report.		16
RDU07204	Settlement Planning	64	54
RDU07205	Geographic Information System and Land Use Planning	64	6

#### **Semester Three (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFU07307	Development Interventions and Strategies	64	6
RDU07301	National Development Planning	128	9
UDU07302	Transport Planning and management	128	9
RDU07302	Studio Work: Integrated Development Plan	128	11
PPU07301	Project Planning and Management	128	8
HRU07101	Principles and Practice of Management	128	8
PDU07302	Quantitative Methods	128	9

**Semester Four (Year Two)**

Module Code	Module Name	Contact Hours	Total Credits
RDU07401	Studio Work: District and Local Development Strategic Plan	128	11
PDU07405	Applied Social Science Research	128	6
DFU07404	Entrepreneurship and business management	128	8
PDU07408	Social Development Planning	64	6
DFU07103	Fundamentals of Financial Accounting	128	9
DFU07203	Fundamentals of Financial Management	128	9
EPU07401	Environmental Impact Assessment and Auditing	128	8
RDU07403	Rural Investment Planning	64	6
RDU07402	Practical Training: Field Attachment		16

**Semester Five (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
RDU08101	Regional Planning Techniques	64	10
RDU08102	Industrial Development Planning	96	9
RDU08103	Studio Work: Preparation of Annual Development Plan	64	11
ECU08104	Economic Policy and Planning	96	9
PDU08104	Applied Statistics	128	9
PDU08105	Disaster Management	96	8
DFU08106	Principles of Law	96	8

**Semester Six (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
RDU08201	Agricultural Development Planning	96	9
RDU08203	Development Policy Analysis (elective)	64	6
RDU08204	Urbanization and Development	64	6
RDU08205	Natural Resources Management	96	9
HRU08205	Human Resource Planning and Management	64	6
PDU08202	Population and Poverty Analysis (elective)	96	6
RDU08202	Dissertation		20

**6.15 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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
EPU07101	Environment, Poverty and Development	128	<b>8</b>
EPU07102	Studio Work: Baseline Data Collection Techniques	128	<b>11</b>
DFU07101	Communication Skills	96	<b>6</b>
DFU07102	Development Theories and Perspectives	96	<b>6</b>
DFU07104	Information and Communication Technology	128	<b>8</b>
PDU07102	Mathematics	128	<b>9</b>
ECU07104	Principles of Economics	128	<b>8</b>

**Semester Two (Year One)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
EPU07201	Environmental Sociology	5	8
EPU07202	Land Use and Settlement Planning	96	6
EPU07203	Remote Sensing and Geographical Information System	128	8
EPU07204	Studio Work: Data Analysis Methods and Report Writing	64	11
EPU07205	Environmental Health and Sanitation	128	8
EPU07206	Fieldwork Training: Socio Economic Profile		32
UDU07202	Planning Theory and Practice	64	5
PDU07201	Statistics	128	9

**Semester Three (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
EPU07301	Gender, Environment and Development	64	5
EPU07302	Environmental Pollution and Control	128	8
EPU07303	Studio Work: Land Use Planning	64	11
UDU07302	Transport Planning and Management	64	5
PDU07302	Quantitative methods	128	9
HRU07101	Principles and Practice of Management	128	8
PPU07301	Project Planning and Management	128	8



**Semester Four (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
EPU07401	Environmental Impact Assessment and Auditing	128	8
EPU07402	Natural Resource Planning and Management	128	8
EPU07403	Environmental Ecology and Livelihoods	96	5
EPU07404	Studio Work: Application of Remote Sensing and GIS in Land Use Planning	128	11
EPU07405	Field Practical Training: Field Attachment		32
DFU07404	Entrepreneurship and Business Management	128	8
RPU07403	Development Planning Techniques	128	8
PDU07405	Applied Social Science Research	128	9
DFU07103	Fundamentals of Financial Accounting (Elective)	128	9
DFU07203	Fundamentals of Financial Management (Elective)	128	9

**Semester Five (Year Three)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
EPU08101	Environmental Economics	96	6
EPU08102	Principles of Environmental Planning and Management	96	8
EPU08103	Urbanization, Development and Environment (Elective)	128	6
EPU08104	Principles of Urban Planning Schemes and Development Control	128	8
EPU08105	Studio Work: Environmental Impact Assessment	128	11
PDU08104	Applied Statistics	128	9
PDU08105	Disaster Management (Elective)	96	6

**Semester Six (Year Three)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
EPU08201	Climate Change Adaption Strategies	96	6
EPU08202	Environmental Law and Policy Analysis	128	8
EPU08203	Environmental Communication and Education	128	8
EPU08204	Studio Work: Environmental Auditing	128	11
EPU08205	Energy Planning for Sustainable Development (Elective)	96	6
EPU08206	Waste and Pollution Management	128	8
EPU08207	Research Project		32
RPU08201	Agricultural Development Planning (Elective)	96	6
RPU08102	Industrial Development Planning	96	6

### **6.16 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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
PDU 07101	Population Studies	128	8
PDU 07102	Mathematics	128	9
PDU 07103	Studio work: Data collection techniques		8
ECU 07101	Micro economics	128	9
DFU 07101	Communication skills	96	6
DFU 07102	Fundamentals of Development Studies	128	8
DFU 07104	Information Communication Technology and Computer applications	128	8

##### **Semester Two (Year One)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
PDU 07201	Statistics	128	9
PDU 07202	Perspective Demographic Features	128	8
PDU 07203	Population and Gender Planning	128	8
PDU 07204	Population and Settlement Planning	128	6
PDU 07205	Studio Work: Data Processing, Analysis and Presentation		6
PDU 07206	Field Practical Training: Area Profile		32
ECU 07203	Macro Economics	128	9
EPU 07203	Remote Sensing and Geographical Information System	128	8

**Semester Three (Year Two)**

Module Code	Module Name	Contact Hours	Total Credits
PDU 07301	Theories and Models of Population	128	8
PDU 07302	Quantitative Methods	128	9
PDU 07303	Population and Education Planning	128	8
PDU 07304	Studio work: Local Authorities Planning tools		8
DFU 07203	Development studies	128	8
PPU 07301	Project Planning and Management	128	8
HRU 07101	Principles and Practices of Management	128	8
DFU 07402	Financial Management (Elective)	128	8
DFU 07103	Fundamentals Financial Accounting (Elective)	128	8

**Semester Four (Year Two)**

Module Code	Module Name	Contact Hours	Total Credits
PDU 07401	Population and Health Planning	128	6
PDU 07402	Population and Food Security	128	8
PDU 07403	Migration and Urbanization	128	6
PDU 07404	Development Planning Techniques	128	8
PDU 07405	Applied Social Science Research Methods	128	9
PDU 07406	Field Practical Training: Field Attachment		32
PDU 07407	Studio Work: Preparation of Sector development Plan		6
PDU 07408	Social Development Planning	128	6
PDU 07409	Climate change and adaptation strategies	128	8

**Semester Five (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
PDU 08101	Policy Analysis and Development Planning	128	10
PDU 08102	Population and Environment	128	10
DFU 08106	Principles of Laws	128	8
PDU08104	Applied Statistics	128	9
PDU 08105	Disaster Management	96	6
PPU07302	Studio work: Project Write Up Skills	64	12

**Semester Six (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
HRU08206	Human Resource Planning and Management	128	8
PDU 08202	Population and Poverty Analysis	96	6
DFU07404	Entrepreneurship and Business Management	128	8
RPU07401	Studio Work: Preparation of Strategic plan	64	12
PDU08205	Youth Employment and Development (Elective)	128	6
RDU08201	Agricultural Development Planning (Elective)	96	6
RDU08202	Dissertation		32

### **6.17 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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFU07101	Communication Skills	96	6
DFU07102	Development Theories and Perspectives	96	6
DFU07103	Fundamentals of Financial Accounting	128	9
DFU07104	Information and Communication Technology	128	8
DFU07105	Principles of Auditing	128	9
DFU07106	Studio I: Baseline Data Collection Techniques	64	11
ECU07101	Micro Economics	128	9
PDU07104	Business Mathematics and statistics	128	9

##### **Semester Two (Year One)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFU07201	Principles of Marketing	96	6
DFU07202	Business Law	128	8
DFU07203	Fundamentals of Financial Management	128	9
DFU07204	Studio Work: Investment Profile		32
HRU07101	Principles and Practices of Management	128	8
PDU07201	Statistics	128	9
ECU07203	Macro Economics	128	9

**Semester Three (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFU07301	Fundamentals of Investment Analysis	128	8
DFU07302	Financial Markets and Institutions	128	8
DFU07303	Public Finance and Taxation	128	9
DFU07304	Fundamentals of Cost and Management Accounting	128	8
DFU07305	Project Finance and Management	128	8
PPU07302	Studio Work: Project Write up Skills	64	11
DFU07307	Development Interventions and Strategies	96	6
ECU07308	Fundamentals of Econometrics	128	8

**Semester Four (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFU07401	Investment Analysis and Valuation	128	9
DFU07402	Financial Management	128	8
DFU07403	Fundamentals of Development Finance	128	9
DFU07404	Entrepreneurship and Business Management	128	8
DFU07405	Cost and Management Accounting	128	8
DFU07406	Studio Work: Portfolio Analysis	64	11
PDU07405	Applied Social Science Research Methods	128	9
DFU07407	Field Attachment		32

**Semester Five (Year Three)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFU08101	Financial Reporting and Analysis	96	8
DFU08102	Microfinance and Development	96	8
DFU08103	Studio work: Investment Plan	128	15
DFU08104	Development Finance	128	9
DFU08105	Risk and Insurance Analysis	96	8

**Semester Six (Year Three)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFU08201	Investment Planning and Management	128	9
DFU08202	International Finance	96	8
DFU08203	Studio Work: Business Establishment	128	15
DFU08204	Auditing and Assurance Services	96	8
DFU08205	Research Work		32

**6.18 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)**

<b>Code</b>	<b>Module name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
UDU07101	Studio Work: Design Skills	32	11
UDU07102	Principles of Land Surveying	64	5
HRU07101	Principles and Practice of Management	64	8
DFU07101	Communication Skills	64	6
DFU07102	Development Theories and Perspectives	128	8
DFU07104	Information and Communication Technology	32	8
PDU07102	Mathematics	64	9
RPU07103	Regional and Rural Planning	128	8

#### **Semester Two (Year One)**

<b>Code</b>	<b>Module name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
UDU07201	Landscape Planning	64	8
UDU07202	Planning Theory and Practice	64	5
UDU07203	Building Design, Materials and Construction	64	5
UDU07204	Studio Work: Data Acquisition and Residential House Compound Design	32	11
UDU07205	Fieldwork Training: Area Profile		32
EPU07203	Remote Sensing and Geographical Information System	64	8
EPU07202	Land Use and Settlement Planning	64	6
PDU07201	Statistics	64	9

#### **Semester Three (Year Two)**

<b>Code</b>	<b>Module name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
UDU07301	Studio Work: Site Planning	32	11
UDU07302	Transport Planning and Management	64	5
UDU07303	Economics of Urbanization and Development	64	5
EPU07301	Gender, Environment and Development	64	5
PPU07301	Project Planning and Management	128	8

PDU07302	Quantitative Methods	96	9
----------	----------------------	----	---

**Semester Four (Year Two)**

<b>Code</b>	<b>Module name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
UDU07401	Urban and Rural Social Planning	96	6
UDU07402	Studio Work: Neighborhood Planning and Regularization	64	11
UDU07403	Environmental Quality and Pollution Management	32	5
UDU07404	Renewable and Alternative Energy Techniques ( <b>Elective</b> )	96	8
UDU07405	Fieldwork Training: Field Attachment		32
EPU07401	Environmental Impact Assessment	96	8
EPU07403	Environmental Ecology and Livelihood	64	5
DFU07404	Entrepreneurship and Business Management	64	8
PDU07405	Applied Social Science Research Methods	128	9
EPU07402	Natural Resource Planning and Management (Elective)	128	8

**Semester Five (Year Three)**

<b>Code</b>	<b>Module name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
UDU08101	Infrastructure Planning and Management	96	6
UDU08102	Housing	96	6
UDU08103	Studio Work: Urban Design	64	11
UDU08104	Urban Strategic Development Planning	96	6
EPU08101	Environmental Economics (Elective)	96	6
UDU08105	Principles of Urban Planning Schemes and Development Control	96	6
PDU08104	Applied Statistics	128	9
PDU08105	Disaster Management (Elective)	64	6

**Semester Six (Year Three)**

<b>Code</b>	<b>Module name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
UDU08201	Land Management and Valuation	96	6
UDU08202	Studio Work: Regional Analysis	64	11
UDU08203	Professional Practice and Ethics	64	6
EPU08201	Climate Change Adaption Strategies	96	6
EPU08202	Environmental Law and Policy Analysis	96	8
RDU08102	Industrial Development Planning (Elective)	64	6
RDU08201	Agricultural Development Planning (Elective)	64	6
EPU08207	Research Project	40	32

**6.19 Bachelor Degree in Human Resource Management (BDHRM)**

The Bachelor Degree programme in Human Resource 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)**

<b>Module code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
PDU07104	Business Mathematics and Statistics	64	9
DFU07101	Communication Skills	96	6
DFU07102	Development Theories and Perspectives	64	6
DFU07104	Information and Communication Technology	128	8
DFU07103	Fundamentals of Financial Accounting	128	9
ECU07101	Micro Economics	128	9
HRU07101	Principles and Practices of Management	128	8
HRU07102	Studio Work I: Baseline Data Collection Techniques	64	11

#### **Semester Two (Year one)**

<b>Module code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
PDU07205	Studio Work: Data Processing, Analysis and Presentation	64	11
HRU07202	Field Practical Training: Area Profile		32
HRU07203	Organizational Behaviour and Management	128	9
HRU07204	Human Resource Planning and Resourcing	128	9
HRU07205	Office Procedures and Records Management	96	8
ECU07203	Macro Economics	128	9
DFU07201	Principles of Marketing	96	6

#### **Semester Three (Year two)**

<b>Module code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
HRU07301	Compensation and Benefits Management	128	8
HRU07302	Human Resource Development	128	8
HRU07303	Studio Work: Business Plan Preparation	64	11
ECU07205	Labour Economics	128	8
DFU07307	Development Interventions and Strategies	64	6
DFU07203	Fundamentals of Financial Management		9
DFU07304	Fundamental of Cost and Management Accounting	128	8
PPU07301	Project Planning and Management	128	8

**Semester Four (Year two)**

Module code	Module Name	Contact Hours	Total Credits
HRU07401	Human Resource Management Information system	64	9
PDU07302	Quantitative Methods	128	9
HRU07403	Field Practical Training: Field attachment		32
HRU07404	Studio Work: Human Resource Planning Techniques and Succession Planning	96	11
HRU07405	Labour Law and Welfare	128	9
PDU07405	Applied Social Science Research Methods	128	9
DFU07404	Entrepreneurship and Business Management	128	8

**Semester Five (Year Three)**

Module code	Module Name	Contact Hours	Total Credits
HRU08101	Performance Management and Appraisal	128	9
HRU08102	Employee Relations Management	128	10
HRU08103	Studio Work: Strategic Management Planning	160	16
HRU08104	Public Policy Planning and Management	160	10
HRU08105	Consulting Skills and Advisory services	128	9
PDU08105	Disaster Management	96	6

**Semester Six (Year Three)**

Module code	Module Name	Contact Hours	Total Credits
HRU08201	Strategic Human Resource Management	128	8
HRU08202	Organizational Change and Development	96	6
HRU08203	International Human Resource Management	128	8
HRU08204	Global Business Issues	96	6
DFU08205	Research Work	40	32
RPU08201	Agricultural Development Planning	128	8
PPU07302	Studio Work: Project Write Up Skills	64	12
DFU08205	Research Work		32

**6.20 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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
ECU07101	Microeconomics	128	10
ECU07102	Mathematics and Statistics for Economics	96	10
ECU07103	Studio Work: Data Collection and Analysis Techniques	64	11
DFU07101	Communication Skills	96	6
DFU07102	Development Theories and Perspectives	96	6
DFU07103	Fundamentals of Financial Accounting	128	9
DFU07104	Information and Communication Technology	32	8

**Semester Two (Year One)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
ECU07203	Macroeconomics	96	10
ECU07204	Principles of Development Economics	96	10
ECU07205	Labour Economics	128	10
ECU07206	Industrial Production Economics	96	9
ECU07207	Studio Work: Area Socio-economic Profile	64	11
ECU07208	Agricultural Economics	96	10

**Semester Three (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
PDU07302	Quantitative Methods	64	9
ECU07308	Fundamentals of Econometrics	128	10
ECU07309	Intermediate Microeconomics	96	10
RPU07302	Studio Work: Integrated Development Plan	64	11
PPU07301	Project Planning and Management	96	9
DFU07307	Development Interventions and Strategies	96	6

**Semester Four (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
ECU07410	Intermediate macroeconomics	96	10
ECU07411	Econometrics	64	10
ECU07412	Field Practical Training-Economics		16
RPU07401	Studio Work: Local Area Strategic Planning	64	11
DFU07404	Entrepreneurship and Small Business Management	96	8
PDU07405	Applied Social Science Research Method	64	10

**Semester Five (Year Three)**

Module Code	Module Name	Contact Hours	Total credits
ECU08101	International Economics and Policy	96	10
RPU08101	Regional Planning Techniques	96	10
ECU08102	Fundamentals of Monetary Economics	96	9
ECU08103	Public Finance	96	
ECU08104	Economic Policy and Planning	96	9
RDU08103	Studio Work: Preparation of Annual Development Plan	64	11
DFU08102	Microfinance and Development (Elective)	96	6
HRU08202	Organizational Change and Development (Elective)	96	6

**Semester Six (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
ECU08201	Monetary Economics	96	10
ECU08203	Public Finance and Taxation	96	10
ECU08202	Applied Econometrics	64	10
RDU08202	Dissertation		20
EPU08101	Environmental Economics (Elective)	96	6
PDU08202	Population and Poverty Analysis (Elective)	96	6

**6.21 Bachelor Degree in Community Development (BODCD)**

Bachelor Degree in 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	Community Development Dynamics	64	6
PUC 07102	Mathematics	64	10
PUC 07103	Studio work I: Data Collection Techniques	64	6
PUC 07104	Information Communication Technology	64	9
PUC 07105	Micro-economics	64	9
PUC 07106	Communication Skills	64	9
PUC 07107	Development Theories and Perspectives	128	7
PUC 07108	Community Development Practices	64	6

**Semester Two (Year One)**

Module Code	Module Name	Contact Hours	Total Credits
PUC 07209	Sociology	64	6
PUC 07210	Community Health	64	6
PUC 07211	Gender and Development	64	6
PUC 07212	Macroeconomics	64	9
PUC 07213	Agribusiness	64	6
PUC 07214	Statistical Measures	64	7
PUC 07215	Laws for Community Development	64	6
PUC 07216	Studio Work II: Research Data Processing	128	9
PUC 07217	Field Practical Training I: Ward Socio-Economic Profile	128	9

**Semester Three (Year Two)**

Module Code	Module Name	Contact Hours	Total Credits
PUC 07318	Development Resources Mobilization	64	6
PUC 07319	Studio Work III: Improved O&OD Planning Techniques	128	9
PUC 07320	Project Management	64	6
PUC 07321	Leadership and Management	64	6
PUC 07322	Development interventions and Strategies	64	7
PUC 07323	Quantitative methods	64	9
PUC 07324	Financial Management	64	7
PUC 07325	Social Psychology	64	6

**Semester Four (Year Two)**

Module Code	Module Name	Contact Hours	Total Credits
PUC 07426	Conflicts Management and Negotiation	64	6
PUC 07427	Social Change	64	6
PUC 07428	Studio Work IV: Formulation of Community Development Plans	128	9
PUC 07429	Food Security	64	6
PUC 07430	Social Science Research Methods	128	9
PUC 07431	Development Planning Techniques	64	6
PUC 07432	Financial Accounting	64	7
PUC 07433	Field Attachment		19

**Semester Five (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
PUC 08101	Studio Work V: Community Assessment	96	7
PUC 08102	Agricultural Development	128	7
PUC 08103	Youth Development	96	9
PUC 08104	Poverty Analysis	128	7
PUC 08105	Non-Profit Organizations Management	96	7
PUC 08106	Strategic Planning	96	9
PUC 08107	Human Resource Management	128	7
PUC 08108	Statistical Methods	96	7

**Semester Six (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
PUC 08209	Disaster Management	128	7
PUC 08210	Studio Work VI: Research Data Analysis	96	7
PUC 08211	Environmental Management	128	7
PUC 08212	Entrepreneurial Development	96	9
PUC 08213	Microfinance Institutions Management	128	9
PUC 08214	Dissertation (Research Project)		21

**6.22 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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
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

### **6.23 Bachelor Degree in Business Administration (BDBA)**

Bachelor Degree in Business Administration 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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFUB07101	Business Communication Skills	64	9
DFUB07102	Business Computing Skills	96	12
DFUB07103	Business Mathematics	96	12
DFUB07104	Financial Accounting	96	12
DFUB07105	Base Line Data Collection Techniques	32	8
DFUB07106	Development Studies	64	9
DFUB07107	Micro Economics	32	8

##### **Semester Two (Year One)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFUB07201	Business Auditing	32	8
DFUB07202	Business Statistics	64	9
DFUB07203	Corporate Finance	64	9
DFUB07204	Business Investment Profile	64	12
DFUB07205	Macro Economics	32	8
DFUB07206	Field Attachment Practical - Business Administration		16

##### **Semester Three (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
DFUB07301	Banking and Insurance	64	9
DFUB07302	Business Management Practices	64	9
DFUB07303	Business Law	32	8
DFUB07304	Cost and Management accounting	32	8
DFUB07305	Local and International Business Opportunities	64	12



**Semester Four (Year Two)**

Module Code	Module Name	Contact Hours	Total Credits
DFUB07401	Entrepreneurship	64	12
DFUB07402	Project Planning and Management	64	9
DFUB07403	Public Finance and Taxation	32	8
DFUB07404	Human Resource Planning and Management	64	9
DFUB07405	Social Science Research Methods	64	9
DFUB07406	Business Plan Preparation	64	12
DFUB07407	Field Attachment		16

**Semester Five (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
DFUB08101	Business Consulting Skills	32	8
DFUB08102	Production and Operation Management	64	10
DFUB08103	Financial Reporting	64	9
DFUB08104	Strategic Planning and Management	64	9
DFUB08105	Business Organisation Management	64	8
DFUB08106	Marketing Management	64	10

**Semester Six (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
DFUB08201	International Business Management	64	10
DFUB08202	Business Ethics and Corporate Governance	64	9
DFUB08203	Investment Business and Analysis and Evaluation	64	9
DFUB08204	Business Contract Management	32	8
DFUB08205	Procurement and Supply Chain Management	64	10
DFUB08206	Dissertation		16

**6.24 Bachelor Degree in Urban and Regional Planning****Semester One (Year One)**

Module Code	Module Name	Contact Hours	Total Credits
UPU07101	Building Design Studio	64	9
DFU07101	Communication Skills in Application in URP	64	6
UPU07102	Building Design, Materials and Construction	32	6
DFU07102	Development theories and Perspectives	64	6
UPU07103	History of Urban Planning	32	3
DFU07104	ICT Applications in URP	32	6
UPU07106	English Language	64	6
PDU07201	Statistical Applications in URP	64	6

**Semester Two (Year One)**

Module Code	Module Name	Contact Hours	Total Credits
UPU07201	Site Planning Studio	64	9
UPU07202	Site Planning and Design Practice	64	6
UPU07203	Geographic Information System Applications in Site Planning	64	6
EPU07204	Baseline Data Collection Techniques	64	6
UPU07205	Rural, Urban and Environmental Sociology	64	6
UPU07206	Principles of Laws and Practice	64	6
UPU07207	Land and Topographic Surveying	64	9
UPU07208	Socio-economic Profile (Field Practice I)		18

**Semester Three (Year Two)**

Module Code	Module Name	Contact Hours	Total Credits
UPU07301	Neighbourhood Planning Studio	64	9
UPU07302	Neighbourhood Planning and Design Practice	64	6
UPU07303	Computer Aided Design Applications in Neighbourhood Planning	32	6
UPU07304	Urban and Rural Housing	64	6
PDU07305	Quantitative Methods	32	6
UPU07306	Land, Environmental and Planning Laws	64	6
UPU07307	Digital Cartography and Geo-visualization in GIS	32	6

**Semester Four (Year Two)**

Module Code	Module Name	Contact Hours	Total Credits
UPU07401	Informal Settlement Regularization Studio	64	9
UPU07402	Information Urbanism and Spatial Planning Practice	64	6
UPU07403	Community Mobilization and Engagement in Spatial Planning	64	6
UPU07404	Urban Economics	64	6
UPU07405	Remote Sensing Applications in GIS	32	6
UPU07406	Planning and Management for Climate Change	64	6
UPU07407	Property Development and Management	64	6
UPU07408	Neighbourhood Planning (Field Practical Training II)		18

**Semester Five (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
UPU07501	Urban Design Studio	64	18
UPU07502	Urban Design Practices	64	6
UPU07503	Urban Renewal and Redevelopment Schemes	64	6
UPU07504	Landscape Planning and Design	64	6
UPU07505	Graphics Design in Urban Design	32	6
UPU07506	Smart Cities Planning (Green, Inclusive and Livable Cities, Climatology)	64	6
UPU07507	Spatial Geo-database in GIS	32	6
UPU07508	Urban Infrastructure Planning and Management	64	6

**Semester Six (Year Three)**

Module Code	Module Name	Contact Hours	Total Credits
UPU07601	General Planning Scheme Studio	64	18
UPU07602	Urbanization and Urban Growth	64	6
UPU07603	Local Governance	64	6
UPU07604	Environmental and Social Impact Assessment	64	6
UPU07605	Transport Planning and Traffic Management	64	6
UPU07606	Application of Investigate Methodology	64	6
UPU07607	Land Management and Administration	64	6
UPU07608	Urban Design (Field Practical)		18

**Semester Seven (Year Four)**

Module Code	Module Name	Contact Hours	Total Credits
UPU 08101	Integrated Village Land Use Planning Studio	128	18
UPU 08102	Regional Analysis and Planning	64	8
UPU 08104	Environmental Planning and Management	64	8
UPU 08105	URP-Entrepreneurial Development	64	6
PPU 08106	Project Planning Monitoring and Evaluation	64	9
UPU 08107	Dissertation (Research proposal)	64	10
UPU 08108	Local Governance	64	6

**Semester Eight (Year Four)**

Module Code	Module Name	Contact Hours	Total Credits
UPU 08201	URP-Professional Practices	64	6
UPU 08202	Demography and Urban Planning	64	8
UPU 08203	Dissertation (Data collection and report writing)		33
UPU 08204	Land Management and Administration	64	8

**6.25 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
<b>Elective Modules</b>			
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
<b>Elective Modules</b>			
PGC 507	Project Planning & Management	64	10
PGC 509	Integrated Development Planning	64	10

**6.26 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
<b>Elective Modules</b>			
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
<b>Elective Modules</b>			
PGC 506	Physical Planning	64	10
PGR 504	Development Administration & Policy Analysis	64	10

### 6.27 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
PGC502	Social Science Research Methods	64	4
PPM 501	Principles of Project Planning and Management	32	4
PPM 502	Resource Mobilization and Management	64	2
PPM 503	Project Design and Appraisal	64	4
PGC 501	Project Management Theory and Practice		4

##### Semester Two

Module Code	Module Name	Contact Hours	Total Credits
PGC501	Quantitative Methods	64	4
PGC509	Research Paper	64	7
PPM504	Project Monitoring, Evaluation and Impact Assessment	64	4
PPM505	Studio Work – Projects Design and M & E System	64	6
PPM507	Project Implementation and Control	64	4

### 6.28 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**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
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

**6.29 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
DEG09101	Theories of Development Economics	128	10
DEG09102	Microeconomics for Development	128	8
DEG09103	Economic Policy and Planning	128	8
DEG09104	Mathematics for Economist	128	10
DEG09105	Financial Markets and Development	64	8
DEG09106	Research Methodology	128	10
Electives			
DEG09107	Poverty Analysis	96	6
DEG09108	Institutional Economics	96	6

**Semester Two (Year One)**

Module Code	Module Name	Contact Hours	Total Credits
DEG09201	Macroeconomics for Development	96	8
DEG09202	Studio Work: Strategic Planning	64	11
DEG09203	International Economics	128	8
DEG09205	Project Planning and Management		6
DEG09206	Micro Finance and Economics Development		6
DEG09207	Industrial Economics	96	6
DEG09208	Econometrics	128	9
DEG09204	Agricultural Economics	128	8
Elective Modules			
EPGE 9209	Natural Resources Economics	96	6

**Semester Three (Year Two)**

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

**6.30 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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
PSG09102	Research Methodology	128	10
EPG09106	Energy, Environment & Development	96	6
EPG09101	Natural Resources Planning for Sustainable Management	128	8
EPG09102	Climate Change and Adaptation Strategies	128	8
EPG09107	Land Use Planning & Implementation	128	8
EPG09103	Environmental Education and Governance	96	6
EPG09104	Ecology and Ecosystem Management	128	8
EPG09105	Urban Environmental Planning & Management	96	6

#### **Semester Two (Year One)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
EPG09201	Policy Analysis & Environmental Law	96	6
EPG09203	GIS & Remote Sensing for Natural Resources Planning & Management	128	8
EPG09204	Environmental Impact Assessment and Auditing	128	9
DEG09205	Project Planning and Management	96	6
EPG09205	Environmental Health & Sanitation	96	6
EPG09202	Natural Resources Economics	96	6
EPG09207	Studio (Strategic Environmental Management Plan)	64	11
EPG09206	Environmental Pollution and Management	128	8

#### **Semester Three (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hrs</b>	<b>Total Credits</b>
EPGE 9301	Dissertation		60

### **6.31 Master Degree in Regional Development Planning (MRDP)**

The main objective of the Master Degree in Regional 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)**

<b>Module Code</b>	<b>Module name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hours</b>	<b>Total Credits</b>
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)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hrs</b>	<b>Total Credits</b>
RPGR 9301	Dissertation	<b>840</b>	<b>60</b>

**6.32 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
<b>Electives</b>			
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
<b>Elective Modules</b>			
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		60

**6.33 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)**

<b>Module Code</b>	<b>Module name</b>	<b>Contact Hrs</b>	<b>Total Credits</b>
RPG9101	Principles of Project Planning	128	10
RPG9102	Policy Analysis and Evaluation	128	8
RPG9103	Research Methods for Social Sciences	128	10
RPG9104	Project Management Information Systems	128	8
RPG9105	Statistics for Monitoring and Evaluation	128	10
RPG9106	Data Quality Assessment	64	6
RPG9107	Project Risk Management	128	8

**Semester Two (Year One)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hrs</b>	<b>Total Credits</b>
RPG9208	Project Appraisal	128	10
RPG9209	Managing Development Projects	128	8
RPG9210	Principles of Monitoring and Evaluation	128	10
RPG9211	Studio Work-Planning and Designing Monitoring and Evaluation System	128	11
RPG9212	Consultancy Skills	64	6
RPG9213	Project Financing, Budgeting and Procurement	128	8
RPG9214	Impact Evaluation	128	8
RPG9315	Dissertation		60

**Semester Three (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hrs</b>	<b>Total Credits</b>
RPGP 9301	Dissertation		60

**6.34 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	128	12
CDG09102	Community Mobilization and Engagement	96	10
CDG09205	Community Development Principles and Participatory Approaches	96	10
CDG09110	Legal Aspects of Community Development	64	8
CDG09112	Participatory Project Management	128	12
CDG09113	Sociology	128	10
CDG09208	Research Methods in Community Development	128	14

**Semester Two (Year One)**

Module Code	Module Name	Contact Hrs	Total Credits
CDG09111	Conflict Resolution and Disaster Management	128	12
CDG09203	Gender and Community Development	64	6
CDG09204	Entrepreneurship	128	08
CDG09207	Community Resources Management	64	08
CDG09209	Managerial Accounting	64	10
CDG09214	Development Policy	192	18
<b>Elective Modules</b>			
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		36

**6.35 Master Degree in Human Resource Management**

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

Module Code	Module name	Contact Hrs	Total Credits
HRG09101	Strategic Human Resource Planning and Resourcing	90	12
HRG09102	Organizational Behaviour	75	12
HRG09103	Organizational Leadership and Management Principle	90	12
HRG09104	Industrial Relations and Labour Laws	75	12
HRG09105	Social Science Research Methods	120	10

**Semester Two (Year One)**

Module Code	Module Name	Contact Hrs	Total Credits
HRG09201	Compensation and Benefits Management	90	12
HRG09202	Occupational Health and Safety Management	60	10
HRG09203	Human Resource Metrics and HR Information Systems	60	10
HRG09204	Managerial Economics	60	90
HRG09205	Financial Management	60	9
HRG09206	Performance Management	90	12

**Semester Three (Year Two)**

Module Code	Module Name	Contact Hrs	Total Credits
EHG09314	Dissertation	40	60

**6.36 Master Degree in Environmental Health and Sanitation Management****Modules by Semester****Semester One (Year One)**

Module Code	Module name	Contact Hrs	Total Credits
EHG09101	Disaster Management	128	9
EHG09102	Climate change and health	128	9
EHG09103	Environmental Health Education and Communication	128	9
EHG09104	Research methods in Environmental health	192	15
EHG09105	Environmental and Occupational health	128	12
EHG0916	Environmental Health Management and Administration	128	10
EHG09107	GIS Application in Environmental Health	128	12

**Semester Two (Year One)**

Module Code	Module Name	Contact Hrs	Total Credits
EHG09208	Environmental Epidemiology	128	12
EHG09209	Water, Sanitation and Hygiene	128	10
EHG09210	Environmental Health Project Management, Monitoring and evaluation	128	12
EHG09211	Health economics, financing and evaluation	128	10
EHG09212	Health System	128	10
EHG09213	Environmental pollution and control	128	12

### **Semester Three (Year Two)**

<b>Module Code</b>	<b>Module Name</b>	<b>Contact Hrs</b>	<b>Total Credits</b>
EHG09314	Dissertation		60

### **7.0 SHORT COURSE PROGRAMMES FOR 2023/2024**

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:

Participatory Project Planning, Monitoring and Impact Assessment  
Participatory Natural Resources Planning and Management  
Conducting Official Meetings and Minutes Writing Skills  
Management of Development Projects at Grassroots Level  
Resource Mobilization and Fundraising  
Advocacy, Lobbying and Fundraising Skills  
Group Dynamics and Community Mobilization for Development Initiatives  
Integration of Results Based Management into Development Programmes  
The Role of Senior Managers in Managing Community Projects  
The Role of Senior Managers in Controlling Fraud in Projects  
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:

Leadership and Management in Local Government Authorities  
Monitoring and Evaluation of Projects  
Data collection, Management and Record Keeping  
LGA Development Planning and Strategic Planning  
Project Preparation, Investment Appraisal, EIA and Safeguard Policies

## Budgeting and Budget Management in LGA

### **For further details please contact:**

Director, Directorate of Research, Publication and Consultancy

Institute of Rural Development Planning

P. O. Box 138,

**DODOMA - TANZANIA**

E-mail: [drc@irdp.ac.tz](mailto: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](mailto: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 prioritizes research on development planning and management, development finance and investment planning, natural resources, population issues, community development, rural development, and the environment. To facilitate this, the Institute has undertaken some capacity initiatives to generate researchers who can do foundation and significant research. In addition to training its staff to the doctoral level, the Institute is collaborating with national and international research institutions to conduct research that is useful to the nation and alongside various global agendas. Thus, IRDP envisions being a centre of excellence for research, leading to sustainable development and livelihood improvement.

The current research issues and themes, as highlighted in the research and publication policy, include:

- (i) Livelihood improvement 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 broad 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 Organizations, Government sectors (Ministries and Agencies), Local Government Authorities, Community-Based Organizations, Non-Governmental Organizations, and Private Sectors in formulating and 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:**

Director of Research, Consultancy and Publications  
 Institute of Rural Development Planning,  
 P. O. Box 138,  
**DODOMA - TANZANIA**  
 E-mail: [drdp@irdp.ac.tz](mailto:drdp@irdp.ac.tz);  
 Tel: +255 26 2963037  
 Fax: +255 26 2963036

**Or**

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

**9.0 Rural Information Centre (RIC)**

IRDP established the Rural Information Centre (RIC) to provide logistical support to its research efforts. The center has microcomputer facilities for data analysis, storage, and retrieval of research findings. The center has relevant data for development planning purposes.

**For further details, please contact:**

Director for Research, Consultancy and Publications  
 Institute of Rural Development Planning  
 P. O. Box 138,  
**DODOMA, TANZANIA**  
 E-mail: [drdp@irdp.ac.tz](mailto:drdp@irdp.ac.tz)  
 Tel: +255 26 2963037

**9.1 Mipango Entrepreneurship and Innovation (MEI) Centre**

IRDP established the MEI Centre to facilitate the establishment and strengthen the practical training to instill the spirit and culture of innovation and entrepreneurship and the urge to create self-employment among IRDP students. Furthermore, the MEI Centre was established to help entrepreneurs and citizens in rural and urban areas by building their capacity to enable them to add value to their crops and other products. This, in turn, will



strengthen their economy, increase the pace of industrialization, and reduce poverty.

Functions of this unit include;

- i. Provide ICT support services to local and rural entrepreneurs/innovators to increase their accessibility and improvement of their products;
- ii. Foster the exchange of ideas among entrepreneurs in business communities;
- iii. Strengthen the relationship between the IRDP institute, the labor market, and the various national and international institutions;
- iv. Attract investors in innovation ideas and commercialization of research results; and
- v. Establish and run innovations and incubation programs in liaison with other partners

The eligibility for the MEI Centre is open to any person or student of the Institute of Rural Development Planning with an innovative business idea or business activity is eligible to join the Mipango Entrepreneurship and Innovation (MEI) Centre.

**For further details, please contact:**

Director for Research, Consultancy and Publications  
Institute of Rural Development Planning  
P. O. Box 138,  
**DODOMA, TANZANIA**  
E-mail: [drdp@irdp.ac.tz](mailto:drdp@irdp.ac.tz)  
Tel: +255 26 2963037

## **10.0 GENERAL STUDENTS' INFORMATION**

### **10.1 Students' Services Directorate**

The Institute has a Directorate of Students' Services whose head is Dean of Students. Dean of students 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](mailto:dean@irdp.ac.tz)

**Or**

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

## **10.2 DASS's Office**

The Office of the DASS 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 DASS,  
Institute of Rural Development Planning,  
P.O. Box 138,  
**Dodoma, Tanzania**  
Tel: +2552629630837  
Fax: +255262963036  
E-mail: [dass@irdp.ac.tz](mailto:dass@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](mailto: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:

Hostels owned by IRDP

Hostels rented by MISAB

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:

Foreign students.

Students with physical disabilities.

First year students who are currently residing away from Dodoma municipality.

Continuing female students, currently residing away from Dodoma municipality.

Continuing male students residing away from Dodoma municipality.

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**

The Institute provides health services through its dispensary located at the main campus Mbwanga area. Students can acquire medical services by paying medical expenses or using health insurance services (NHIF cards). The IRDP management advise students to join the national health insurance fund (NHIF) to facilitate access to medical services. Services are available six days a week from Monday to Friday from 7.00am to 6.00pm, on Saturday the service are available from 7.00am to 1.00pm. The services provided are; Outpatient services (OPD), laboratory services and available tests include (malaria testing, urine analysis, blood count (HB), blood glucose testing, stool analysis, HIV Test, Infection in the Blood (Full Blood Picture), Stomach Fever (H. Pylori and Typhoid), Blood Groups, Sexually Transmitted Disease and Hepatitis B), Vaccination Services for Children and Covid 19 Vaccination, Rest Service and Temporary Care, Youth Friendly Service, Family plan (Father, Mother and Child Care. e.g Contraception), HIV Testing and Counseling Service and the Use of Anti-Viral Drugs. Referral medical services can be obtained from St. Gemma Hospital and Dodoma Regional Hospital.

#### 10.4.6 Library Services

The IRDP library supports the institutional goals by providing access to information resources. The IRDP libraries encompasses four centre libraries in which three are in Dodoma Municipal located at Miyuji, Furaha and Miyuji North, while one library is located at Lake Zone Centre in Mwanza. Currently, all libraries comprise more than 20,000 volumes of books, research papers, miscellaneous reports, periodicals and other print materials.

Libraries also maintain and provide access to online electronic resources in various subjects through subscribed and unsubscribed online databases such as Research4Life, EBSCOhost, Emerald, Electronic Information for Libraries (EIFL) and Institutional Repository (IR).

The library operates for seven days a week from Monday to Sunday as indicated below:

#### The Library Opening and Closing Hours

Days	Opening Hour	Closing Hour
Monday – Friday	8.30 am	10.00 pm
Saturdays	8.30 am	10.00 pm
Sundays	2:00 pm	6:00pm
Public holidays	Closed	Closed

### 11.0 ACADEMIC AND ADMINISTRATIVE STAFF PROFILE

#### 11.1 OFFICE OF THE RECTOR

<b>Rector:</b>	
Prof. H.K. Mayaya	PhD (University of Eldoret) MSc. Environmental Science (Wageningen University), BSc with Education (Hons) (UDSM)
<b>Office Management Secretary</b>	
Ms. E. Mmasi	MDE I Dip. Secretarial Studies (TPSC) Cert. Secretarial Studies (TPSC)
<b>11.2 Internal Audit Unit</b>	
<b>Chief Internal Auditor:</b>	
Mr. T. Mwakipesile	CPA (T) (NBAA) Adv. Dip (Accounting) (MUCoBS)
<b>Internal Auditor</b>	
Ms. N.E. Kivuyo	CPA (T) (NBAA) BA Accounts & Finance MUCoBS)
***Mr. T. Mwamanyeta	MA. Accounting and Finance (UDOM) CPA (T) NBAA, Master Degree in Project Planning, Monitoring and Evaluation (IRDP). Bachelor of Accounting (IFM)
***Mr. E. Sabuni	CPA (T) NBAA Bachelor Degree in Accountancy (TIA)

<b>11.3 Communications and Marketing Unit</b>	
<b>Head of Communications and Marketing Unit</b>	
Mr. G.H.B. Ngolly	MA International Relations (UDOM) PG. Dip. Mass Comm. (UDSM) BA (Education) (Hons) (UDSM) Dip. Education (Morogoro) Grade A Teachers' Certificate Examination (GATCE) Special Teacher's Certificate in Thematic Arts (STCTA)
Ms. S. Masanja	B.A in Marketing and Public Relations Diploma in International Relations and Diplomacy (Centre of Foreign Relations) Diploma in Software Application and Programming (Institute of Computer Studies-DSM) Certificate in Management Development Programmes for Executive Assistants level (TPSC) Pre-service Typing Course (Tabora Secretarial College)
Mr. A. Mallya	Bachelor Degree in Marketing and Public Relation (NIT)
Ms. M. Mayunga	Bachelor Degree in Marketing (CBE) Diploma in Records Management (TPSC) Certificate in Records Management (TPSC)
<b>11.4 Legal Officer</b>	
<b>Head of Legal Services Unit</b>	
Ms. A. Mjegere	MA Revenue Law and Administration (UDSM) PG Dip Legal Practices (Law School of Tanzania - DSM) LLB (MU)

**11.5 Quality Assurance Unit**  
**Head of Quality Assurance 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) Dip. Comm. Devt. (CDTI-Tengeru)
<b>Coordinators of Quality Assurance Main Campus, Dodoma</b>	
Quality Assurance Coordinator: Research and Consultancy	
Prof. H. W. Mwatawala	PhD (SUA) MSc Agric. (SUA) BSc Animal Sc. (SUA)
<b>Quality Assurance Coordinator: Long and Short Training Programmes</b>	
Dr. I. Regnard	PhD (UDOM) MSc Agric. Economics (SUA) BSc Home Ec. and Hum. Nutr. (SUA)
<b>Quality Assurance Coordinator: Administration</b>	

Dr. T. Mwageni	PhD (MU) MSc Urban Planning and Mgt (ARU) PG. Dip. Regional Planning (IRDP) Adv. Dip. Regional Planning (IRDP)
<b>Quality Assurance Officers</b>	
Mr. J. Kipande	BSc. Education (SJUT)
Mr. J. Mushi	BAED (Political Science, Public Administration and Linguistics (UDSM)
Ms. H. Chitemo	BA Education (UDSM)

### 11.6 Procurement Management Unit (PMU)

#### Head of procurement Unit:

CPSP (T) G.A. Kimaryo	Masters of Supply Chain Management Bachelor of Arts in Procurement and Supply Management (SUA) Certified Procurement and Supplies Professional (CPSP) (PSPTB)
CPSP (T) T. Ezekiel	Advance Diploma in Procurement and Logistic Management (PLM) (IAA) Certified Procurement and Supplies Professional (CPSP) (PSPTB)
CPSP (T) J. Kahurananga	Bachelor of Arts in Procurement and Supply Management (BA-PSM) (SUA) Certified Procurement and Supplies Professional (CPSP) (PSPTB)
CPSP (T) Y. Macha	Master of Supply Chain Management (CBE) Advance Diploma in Procurement and Logistic Management (PLM) (IAA) Diploma in Education (Marangu TC) Certified Procurement and Supplies Professional (CPSP) (PSPTB)
Ms. F. Usiri	Bachelor Degree in Procurement and Logistic Management (BPLM) (TIA)

**12.1 Deputy Rector ARC:**

Prof. P.J. Dimoso	PhD (UDSM); MA. Development Policy Analysis (MU) PG Dip. Poverty Analysis (ISS/ESRF/ REPOA) Adv. Dip. Business Administration (IDM).
<b>Personal Secretary:</b>	
Ms. J. Mkome	MDEA I Diploma in Secretary Services Certificate in Secretary Services
<b>Directorate of Academics</b> Ag. Director Dr. G. Mnyone	PhD (ARU) MA Geo. Info. Mgt. for Rural Dev. and Resource Mgt. (ITC, The Netherlands) PG. Dip. Land Mgt. and Regularization of Information Settlements (IHS- The Netherlands) Adv. Dip. Urban and Rural Planning (Ardhi Institute)
<b>Personal Secretary:</b> Ms. L. Daniel	MDEA I Diploma in Secretary Services (TPSC) Certificate in Secretary Services (TPSC)
<b>12.2 Directorate of Academics Support Services (DASS)</b>	
<b>Director</b>	
Dr. Y. Mgale	PhD in Agri. Economics and Management Jilin Agriculture University (China) MSc in Economics (MU) BSc in Agricultural Economics and Agribusiness (SUA)
<b>Office Management Secretary</b>	
Ms. P. Chimya	MDEA I Diploma in Secretarial Services (TPSC) Certificate in Secretarial Services (TPSC)
<b>Personal Secretary:</b> Ms. L. Kessy	Diploma in Secretarial Services (TPSC) Certificate in Secretarial Services (TPSC)
<b>Admissions Coordinators:</b>	
Mr. H. Mtawa	MA. in Public Administration (UDOM) Postgraduate Diploma in Education (OUT) Bachelor Degree in Political Science and Public Administration (UDOM)
Mr. J. A. Adelhardus	Master of Public Policy (Climate Change Policy) (Hallym University South Korea) BA Community and Development Studies (ARU)

Ms. G. Msoka	Bachelor of Education (Arts)- (Tumaini University-Iringa)
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)
<b>Examination Coordinators</b>	
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. O.M. Mpasas	MSc in Economics (MU) Bachelor of Education in Economics and Mathematics (MU) Diploma in Educ. (Moduli T.C)
Mr. L. L. Mapunda	Master Degree in Project Planning, Monitoring and Evaluation (IRDP) BA. Education (UDOM)
Mr. Clement Haaly	MSc. Crop Science – SUA BSc. Education – OUT
Mr. H. Mgando	Master Degree in Environmental Planning and Management (IRDP) BA Education (Muslim University of Morogoro)
<b>12.3 Library Services Unit</b>	
<b>Manager:</b>	
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)
<b>Members</b>	
Mr. E. L. Mhokole	MA. Information Studies (UDSM) Bachelor Degree in Library and Information Studies (Tumaini University) Certificate in Library and Information studies (SLADS-



	DSM)
Mr. S. A. Mbegani	MA of Library in Information Manag. (OUT) 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	Bachelor Degree in Library and Information Management (OUT) Diploma in Library and Information studies (SLADS-Bagamoyo) Certificate in Library and Information studies (SLADS-Bagamoyo)
Mr. K. L. Gwimile	Bachelor Degree in Library and Information Management (OUT) 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	Bachelor Degree in Library and Information Management (OUT) 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	Diploma in Library and Information studies (SLADS-Bagamoyo) Certificate in Library and Information studies (SLADS-Bagamoyo)
Ms. F. J. Wana	Certificate in Library and Information studies (SLADS-Bagamoyo) Diploma in Adult and Continuing Education (IAE-Dsm)
Mr. M.J. Mauma	BA. Library and Information Studies (UDSM)  BSc. Library and Information Management (Mzumbe University)
Mr. E. T. Mutta	Bachelor in Library and Information Management (OUT)
MS. O.O. Luvanda	Diploma in Library archives and documentation studies (SLADS) Certificate in Library archives and documentation studies (SLADS)
Ms. S. Kambaya	Diploma in Library and archives studies (MOCU) Certificate in Library and Information Science (SUA)
<b>12.4 Information and Communication Technology Unit</b>	
<b>Head of ICT Unit:</b>	
Mr. S. M. Lugaimukamu	MSc Information Security (IAA) BSc Computer Science and Engineering (St. Joseph University Tanzania)
<b>ICT Officers</b>	
****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 (IRDP) Adv. Dip. Information Technology (IAA)
Mr. B. Nanai	BSc Computer Science (UDOM) Diploma in Computer Science (UDSM)
***Mr. M.D. Mkilania	Bachelor of Computer Science in ICT (OUT) Dip. Computer Science and Engineering (St. Joseph University Tanzania)

Mr. S.E. Maliwa	BSc. In Information Technology (St. John University) Dip. Computer Science (UDSM)
Mr. U.H. Makundi	BSc. Computer Engineering (DIT) Dip. Computer Science and Engineering – St. Joseph University in Tanzania
Mr. J. Juma	BSc. In information Systems and Network Engineering (St. Joseph University in Tanzania) Diploma in compute Engineering (DIT)
<b>12.5 Manager, Furaha Hostel</b>	
Dr. B.M. Sospeter	PhD (UDSM) MA Rural Development (SUA) BSc Home Econ. & Human Nutrition (SUA)
<b>Assistant Dean of Students</b>	
Ms. M. D. Hango	BED Science (UDOM) Diploma in Education (Kleruu TC.)
<b>Estate</b>	
Mr. R. Mkwizu	Trade Test Grade 1: Carpentry and Joinery (VETA)

### 13.0 DEPARTMENT OF RURAL DEVELOPMENT AND REGIONAL PLANNING

**Lecturer and Head of Department:**

Dr. A. Sarwatt	PhD in management science -Public management (Kampala international university, Uganda) MSc Development Policy (MU) PG. Dip. Poverty Analysis - (ISS/ ESRF/ REPOA), PG. Dip. Regional Planning (IRDP), Adv. Dip. Regional Planning (IRDP)
<b>Personal Secretary:</b>	
Ms. J. Kishobera	Diploma in Secretarial Studies (TPSC) Certificate in Secretarial Studies (TPSC)
<b>Departmental Admission and Examination Officers (DAEO):</b>	
Ms. E. Sentongo	Master Degree in Development Economics (IRDP) Bachelor Degree in Regional Development

Ms. F. Moshi	Masters of Education (UDSM) Bachelor of arts with education (Mkwawa University)
Mr. L. Njela	Bachelor of arts with education (UDSM)
<b>Associate Professors</b>	
Prof. H. Mwatawala	PhD (SUA) MSc Agric. (SUA) BSc Animal Sc. (SUA)
Prof. P. Dimoso	PhD (UDSM); MA. Development Policy Analysis (MU) PG Dip. Poverty Analysis (ISS/ESRF/ REPOA) Adv. Dip. Business Administration (IDM).

#### 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 Management (ARU) PG. Dip. Regional Planning (IRDP) Adv. Dip. Regional Planning (IRDP)
Dr. T. Shauri	PhD in Economics (UDSM) MSc Agric. Econ. (SUA) BSc Agric. Educ. and Extension (SUA)
<b>Lecturers</b> Dr. Y. Mgale	PhD in Agri. Economics and Management Jilin Agriculture University (China) MSc in Economics (MU) BSc in Agricultural Economics and Agribusiness (SUA)
Dr. R.A. Lumenyela	PhD Agricultural Economics (SUA) MSc. Agricultural Economics (SUA) Bachelor of Rural Development (SUA)
Dr. J. J. Mbilinyi	<b>PhD in (UDOM)</b> 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 (Mpwapa TTC)
Mr. H. Mabwe	MSc. Development Evaluation and Management (Antwerp-IOB, Institute of Development Policy) MA Development Studies (UDOM) Bachelor Degree in Pop. and Dev. Planning (IRDP)
<b>Assistant Lecturer</b>	
Mr. S. Malugu	MBA (UDOM) BA Economics (MU)
Dr. J. Mkomagi	PhD in Project Management and Evaluation (SUA) MSc Urban Planning and Management (ARU) Bachelor Degree in Environmental Planning and Management (IRDP)
****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. Mpasa	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)
Mr. S. Alex	Master in Development Economics (IRDP) Bachelor Of Commerce (UDSM)
Ms. E. Ugulumu	Bachelor degree of science in economics (project planning and management) (MU)
****Mr. A. Moshi	Bsc. Agricultural Economics and Agribusiness (SUA) Msc.Economics (MU)
Ms. P. Buberwa	MSc. Information And Communication Technology (UDOM) Information And Communication Technology
Mr. I. Kaiza	Master of Arts in Economics (SAUT) Bachelor of Art with Education (UDSM)
Mr. P. Dunia	Master's Degree in Project Planning Monitoring and Evaluation
<b>Tutorial Assistants:</b>	

Ms N. Nnko	BSc Applied Agric. Extension (SUA) Ordinary Diploma (LITA-Tengeru Campus) Technician Certificate (LITA-Tengeru Campus)
***Ms. M. Quiyenga	Bachelor Degree in Regional Development Planning Institute (IRDP) Dipl. in Education (Kleruu TTC)
Mr. E. Bikelenke	Bachelor degree in regional development planning (IRDP)
Mr. G. Muhuwa	Bachelor Degree in Project planning and management (IRDP)
Mr. L. Nhemati	Bachelor degree in development economics (IRDP) Diploma in Local Government Accounting and Finance (LGTI)
Mr. M. kurwijira	Bachelor degree in regional development planning (IRDP)
Ms. S. Katunzi	Bachelor of science in regional development planning (Ardhi university)
<b>Programme Coordinators:</b>	
Mr. S. Alex	Certificate in Rural Development Planning
Mr. L. Lupondo	Diploma in Development Planning
Mr. I. Kaiza	Bachelor Degree in Economics
Dr. J. Mbilinyi	Bachelor Degree in Regional Development Planning
Mr. O. Magasha	Bachelor Degree in Project Planning and Management
Dr. J. Mkomagi	Postgraduate programmes
Mr. P. Dunia	Evening Sessions

## 14.0 DEPARTMENT OF ENVIRONMENTAL PLANNING

<b>Associate Professor and Ag. Head of Department:</b>	
Prof. F. H. Mgumia	PhD (SUA) MSc Mgt. of Natural Res. and Sust. Agric. (University of Norway) BSc Forestry (SUA)
<b>Personal Secretary:</b>	
Ms. J. Joseph	Diploma in Secretarial Services (TPSC) Certificate in Secretarial Services (TPSC)

### **Departmental Admissions and Examinations Officer:**

Mr. D. G. Mchomvu	BA Education (UDSM)
Mr. H. Lawa	Bachelor of Education in Policy Manag. (OUT) Certificate in Foundation Course (OUT) Certificate in Education (Capital Teachers Collage)

### **Professors:**

Prof. I. J. E. Zilihona	PhD (Helsinki) MSc Environmental Biology (Helsinki) BSc Forestry (SUA)
Prof. H. K. Mayaya	PhD (University of Eldoret) MSc Environ. Sc. (Wageningen University) BSc with Education (Hons) (UDSM)
Prof. I. B. Kataga	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. 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)
Prof. Y.O. Mnguu	PhD (University of Philippines,



	Los Baños) MSc Soil Science and Land Mgt. (SUA) BSc Agric. (SUA)
--	--

**Senior Lecturers:**

Dr. I. Regnard	PhD (UDOM) MSc Agric. Economics (SUA) BSc Home Ec. and Hum. Nutr. (SUA)
Dr. F. Njau	PhD (SUA) MSc Agronomy (Nottingham - UK) BSc Agric. (SUA)
<b>Lecturers:</b>	
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	PhD Urban planning and Manag. (Ardhi University) 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. M. Idd	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)

<b>Assistant Lecturers:</b>	
****Mr. P.E. Chiwanga	MSc Urban Planning and Management (ARU) 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)
Mr. I. Ngolloh	Bachelor of science with education (St. John's University of Tanzania) Master of Science in Natural Resources Management (MSc. NRM) (UDOM)
Mr. A. Bakari	Bachelor of Arts with Education (BAED) (UDSM) Master of science in Natural Resource Assessment and Management (Msc.NARAM) (UDSM)
Ms. L. Msasi	Bachelor of science in urban and regional planning University of Dar es salaam (UCLAS) Master of science in Urban Management and Development (Erasmus University- Rotterdam)
****Mr. B. Kauki	Msc. Climate Change and Sustainable Dev. (UDSM) Bachelor Degree in Geography and Environmental Studies (UDSM)
Mr. J. Simkoko	Master Degree in Environmental Planning and Management (IRDP) Bachelor Degree in Environmental Planning and Management (IRDP) Diploma in Secondary Education (Tukuyu TTC)
Mr. J. Towo	MSc. Urban Planning and Management (Ardhi University) Degree of Masters of Business Administration (UDOM) BSc. in Urban and Regional Planning (UCLAS)
<b>Programme Coordinators:</b>	
Mr. J. Simkoko	Bachelor Degree in Environmental Planning and Management
Mr. J. Towo	Bachelor Degree in Urban Development and Environmental Management
Ms. L. Msasi	Certificate and Diploma Programs

## 15.0 DEPARTMENT OF POPULATION STUDIES

### Senior Lecturers and Ag. Head of Department:

Dr. M. R. Mgabo	PhD in Public health (Tumaini University) MA Sociology (Makerere University) BA Sociology (UDSM)
-----------------	--

### Personal Secretary:

Ms. E. Semazua	Ordinary Diploma in Secretarial Services (TPSC) Basic Technician Certificate in Secretarial Studies (NTA level 4) (TPSC)
----------------	---

### Departmental Admissions and Examinations Officer:

***Mr. M. M. Kazosi	MBA Corporate Mgt (St. John's University of Tanzania) Bachelor Degree in Regional Development Planning (IRDP)
Mr. E. Simule	Bachelor of Arts in Kiswahili Linguistics (UDOM)
Ms. E. Machenda	Bachelor of Arts with Education (UDSM)

### 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. 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)

<b>Lecturers</b>	
Dr. R.J. Ndaro	PhD in Demography (UDOM) MA Demography (UDOM) Bachelor Degree in Pop. and Dev. Planning (IRDP) Dip. Education (Butimba TTC)
Dr. M. Sagumo	PhD in Education Leadership Master Degree in Education Manag. and Admin. (UDSM)
****Mr. I.H. Issa	MA Demography (UDOM) Bachelor Degree in Pop. & Dev. Planning (IRDP) Dipl. Educ. (Dar ul Muslemeen TTC)
Dr. E. Zakayo	PhD Development Studies (OUT) Master of Arts in Co-operative and Community Development (SUA) Bachelor of Arts in Community Economic Development (SUA)
<b>Assistant Lecturers:</b>	
****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)
Dr. A. Rwezaula	PhD in Business Management Marketing (OUT) Master of Business Administration (Corporate Management) (MU) Postgraduate Diploma in Regional Planning (IRDPA) Advanced Diploma in Regional Planning (IRDPA) 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. D. Msoline	MA Sociology (UDOM) BA Sociology (UDOM)
****Mr. K. L. Hamenya	Master of Official Statistics (EASTC) Bachelor Degree in Population and Development Planning (IRDPA)
Mr. J.R. Adelhardus	Master of Public Policy (Climate Change Policy) (Hallym University South Korea) BA Community and Development Studies (ARU)
Ms. F.E. Senga	BA Community Development with bias in MCDPS (Tengeru Institute of Comm. Dev.)
Mr. N. Mwalupani	Bachelor Degree in Statistics (UDSM) Master Degree in Statistics (UDSM)
Ms. N. Msese	Master Degree of Arts in Statistics (UDSM) Bachelor Degree of Arts in Statistics (UDSM)

Mr. E. Kikwale	Master of Arts in Community Development and Project Management (University of Iringa) Bachelor of Arts in Sociology (UDSM)
Mr. M. Magesa	Master of Arts in Demography (UDSM) Bachelor of Education (University of Arusha)
Mr. R. Ndobori	Master's Degree in Science (Mathematics) (UDOM) BSc. Education (Physics/Mathematics) (Mwenge Catholic University)
<b>Tutorial Assistant</b>	
Mr. E. Eponda	Community Dev with Project Planning and Manag. (Tengeru)
Ms. N. Raphael	Bachelor Degree in Planning and Community Development (IRDP)
Mr. J. Chikandanga	Bachelor Degree in Planning and Community Development (IRDP) Diploma in Secondary Education (Mtwara Teacher's Collage)
Ms. E. Longo	Bachelor Degree of Arts in Community Development (Iringa University)
Mr. S. Judica	BSc. Mathematics (UDOM)
<b>Programme Coordinator</b>	
Mr. A. Mkelenga	Bachelor Degree in Population and Development Planning
Dr. M. Sagumo	Bachelor Degree in Planning and Community Development
Ms. F. Senga	Diploma in Community Development
Ms. M. Mashinde	Certificate in Community Development

## 16.0 DEPARTMENT OF DEVELOPMENT FINANCE AND MANAGEMENT STUDIES

<b>Head of Department:</b>	
Dr. J. Namabira	PhD Mgt. Studies Specializing in Human Resource Mgt. (University of Nicaragua in Collaboration with Taxila American Universities) MSc Business Administration (UDOM) PG. Dip. Mgt. Studies (Uganda Mgt. Institute) BA. Ethics and Dev. Studies (Uganda Martyrs University)
<b>Personal Secretary:</b>	
Ms. K. Sunzu	Diploma in Secretarial Studies (TPSC – Tabora) Certificate Secretarial Studies (TPSC – Dar es Salaam)
<b>Department Admission and Examination Officer</b>	
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)
Ms. V. Sangali	BSc. Education (UDSM)
Mr. D. Elias	BA Education in Adm. and Mgt. (UDOM) Certificate in Education (Bustani TTC)

### Senior Lecturers:

Dr. V.L. Timothy	PhD (Liaoning, China) MBA (Liaoning, China) BA Commerce (UDSM) CPA(T) NBAA
Dr. B. M. Sospeter	PhD (UDSM) MA Rural Development (SUA) BSc Home Econ. & Human Nutrition (SUA)
Dr. E.A. Hauli	PhD in Linguistics (UDOM) MA Linguistics (UDSM) BA Education (Hons) (UDSM)
<b>Lecturers:</b>	
****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)
****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)
<b>Assistant Lecturers:</b>	
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. M.H. Baruti	CPA (T) (NBAA) MSc Accounting and Finance (MU) Adv. Dipl. Accountancy (SAUT)
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	MSc Development Policy (MU) BA Sociology (USDM)
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)
Ms. W.R. Donald	Master of Business Management (MBM) (Moshi Cooperative University) BBA Entrepreneurship Development (MU)
Mr. M. Ibrahimu	Master of Science in Human Resources Management (MSc HRM) (MU) Postgraduate Diploma in Human resources management (PGD HRM) (IFM) Bachelor of Education in Arts (bed arts) (UDSM)
Ms. G. Lushakuzi	Master of Science in Human Resource Management (MU) Bachelor of Education in Arts human resource management (UDOM)
Mr. A. Mapara	MSc. Accounting and Finance (MU) Bachelor Degree in accounting and finance (MU)

Mr. T. Kyomo	PhD in Kiswahili Literature (UDOM) MSc. Procurement and Supply Chain Management (MU) BSc. Procurement and Logistics Management (IAA)
Mr. E. Mwera	MSc. Procurement and Supply Chain Management (MU) BSc. Procurement and Logistics Management (IAA)
Ms. C. Mbele	CPA (NBAA) Master's Degree in Business Administration in Finance (SAUT) Bachelor of Arts in Accounting and Finance (Moshi Cooperative University)
Ms. A. Majenga	Master's Degree in Laws (LL.M-Commercial Law) (MU) bachelor degree in law (MU - Mbeya Campus College)
Mr. E. Justine	MA. Linguistic & MBA (UDOM) BA. Education (UDSM)
Mr. E. Fabuani	Master's Degree of Arts in Linguistics (UDSM) Bachelor of Arts in Education (UDSM)
Mr. B. Sanga	Master of Accounting and Finance (IAA) Bachelor Degree in Accounting with Education (University of Arusha)
	MBA in Finance & Accounting (University of Arusha) Bachelor Degree in Accounting with Education (University of Arusha)

### **Tutorial Assistants:**

***Mr. J.A. Tarimo	BA English (UDOM)
***Ms. H.A. Callist	CPA (T) (NBAA) BA Cooperative Management and Accounting (MUCCOBS)
Mr. M. Mbaruku	Bachelor Degree in Human Resources Management (MU)
Mr. S. Mhando	Bachelor of Education in Policy, Planning and Management (UDOM)
Mr. H. Msuya	Bachelor Degree in business planning and management (IRDP)
Mr. G. Fute	Master's Degree in Strategic Human Resource

Mr. S. Jumbe	Management (Institute of Social Work) Bachelor Degree in Human Resource Management (Institute of Social Work)
***Ms. M. G. Bayuni	Bachelor Degree in Development Finance and Investment Planning (IRDP)  Bachelor Degree in HRPM (IRDP) Dip. in Secretarial studies (TPSC) Cert. In Secretarial studies (TPSC)

**Programme Coordinators:**

Ms. B.R. Magaria	Certificate in Development Administration and Management
Dr. M. Tetti	Diploma in Development Administration and Management
Mr. M. Ibrahim Mr. H. Dobogo	Basic Technician Certificate in Information and Communication Technology Basic Technician Certificate in Accounting and Finance
Mr. M. Baruti	Bachelor Degree in Development Finance and Investment Planning
Mr. J. Elson	Bachelor Degree in Human Resource Planning and Management Master Degree
Ms. W. Donald	Bachelor Degree in Business Administration

**17.0 DIRECTORATE OF RESEARCH, CONSULTANCY AND PUBLICATIONS**

**Director**

Dr. H.A. Mpogole	PhD (SUA) MBA (UDSM) BSc Education (UDSM)
<b>Personal Secretary:</b>	
Ms. P. Foya	Diploma in Secretarial Studies (TPSC-Tabora). Certificate in Secretarial Studies (TPSC-Tabora)
<b>Coordinator of Consultancy services:</b>	
Dr. S. Timothy	PhD in Economics (UDSM) MSc Agric. Econ. (SUA) BSc Agric. Educ. and Extension (SUA)

**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)
<b>Coordinator of Short Courses:</b>	
Mr. B. Magori	Master's in Mathematical Modelling (UDSM) Bachelor of Education in Mathematics (Iringa university) Diploma in education (Korogwe T.C)
<b>Coordinator of Research Services:</b>	
Dr. R. Lumenyela	PhD Agricultural Economics (SUA) MSc. Agricultural Economics (SUA) Bachelor of Rural Development (SUA)
<b>Coordinator of Mipango Entrepreneurship and Innovation (MEI) Centre</b>	
<b>Vacant</b>	
***Ms. M. Quiyenga (Associate Member MEI)	Bachelor Degree in Regional Development Planning Institute (IRDP) Dipl. in Education (Kleruu TTC)
****Mr. B. Kauki (Associate Member MEI)	Msc. Climate Change and Sustainable Development (UDSM) Dipl. in Education (Kleruu TTC) Bachelor Degree in Geography and Environmental Studies (UDSM)

## 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)
<b>Personal Secretary</b>	
Ms. I. N. George	Ordinary Diploma in Secretarial Studies (TPSC)
	Certificate in Secretarial Studies (TPSC)
<b>Admission and Examinations Coordinator</b>	
Ms. R. M. Babere	Bachelor Degree in Population and Development Planning (IRDP)
<b>Admission Coordinator</b>	
CPA Awadh Mohamed	CPA (T) NBAA Msc. Accounting and Finance (MU)
	BA Accounting and Finance (MU)
<b>Personal Secretary</b>	
Ms. L. L. Boniphace	Ordinary Diploma in Secretarial Studies (TPSC)
	Certificate in Secretarial Studies (TPSC)

<b>Senior Lecturer &amp; Head of Academic Unit</b>	
Dr. D.F. Mpeta	PhD (MU)
	MA Dev. Economics (ISS, The Netherlands)
	PG. Dip. Regional Planning (IRDP)
	BA Economics (Hons) (UDSM) Dip. Education (Tabora TTC)

<b>Lecturer and Head of Administration Unit</b>	
Dr. C. Ngereza	PhD Statistics (UDSM)
	MA Statistics (UDSM)
	BA Statistics (UDSM)
<b>Personal Secretary</b>	
Ms. V. K. Mahimbo	MDEA I Ordinary Diploma in Secretarial Studies (TPSC)
	Certificate in Secretarial Studies (TPSC)

<b>Tutorial Assistants and Basic Technician Certificate Programme Coordinators</b>	
Mr. Festo Raphael Mmasi	BA Economics and Mathematics (MU)
Mr. Hamfrey Sanga	BDIT(IAA)
	Dip. ICT(TPSC)
	Dip.Educ. (Mpwapa TTC)
Mr. Asumile Ambonisye	Msc in Accounting and Finance (UDOM)
	Bachelor Degree in Development Finance and Investment Planning (IRDP)
	Diploma in Development Planning (IRDP)

<b>Assistant Lecturer and Head of Department</b>	
Ms. M. F. Timbuka	Master Degree in GIS and Remote Sensing for NRM (ITC-University of Twente)
	Bachelor of Arts in Geography and Environmental Studies (UDSM)

<b>Assistant Lecturer and Bachelor Degree Programme Coordinator</b>	
Ms. P. J. Buberwa	MSc. IT (UDOM).
	B.Eng. IT (SJCET)

<b>Assistant Lecturer and Diploma Programme Coordinator</b>	
Mr. H. Kajiba	MED Language and Literacy in Education (AKU)

	PG Dip Education (UDSM)
	Bachelor of Art in English (UDOM)
<b>Senior Lecturer, Head of Department of Population Studies and Coordinator of Consultancy Services</b>	
Dr. B. Mbasa	PhD Development Studies (UDOM)
	MA Development Studies (UDOM)
	BA Culture and Heritage (UDSM)
<b>Lecturer and Coordinator of Post Graduate Studies</b>	
Dr. M. Byaro	Ph.D. University of Zambia
	M.Sc. Economics (MU)
	Agr. Economics (SUA)
<b>Lecturer and Coordinator of Research and Publication</b>	
Dr. F.A. Mfinanga	PhD (SUA)
	MA Development Studies (UDOM)
	BDEPM. (IRDP)
	Dip in Educ. (Kleruu TT.C)
<b>Senior Lecturer and Coordinator of Short Courses</b>	
****Mr. S. P. Mnyawi	Msc. Finance & Investment (IFM)
	MBA (UDOM)
	Bachelor Degree in Population and Development Planning (IRDP)
	Dip. Education (Morogoro TTC)
<b>Lecturers</b>	
****Mr. D. N. Ngwilizi	MA Economics (UDSM)
	BA Education (UDSM)
****Ms. G. D. 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)
<b>Assistant Lecturers</b>	
****Mr. N. G. Ngowi	MA Public Administration (UDOM)
	Bachelor of Education in Art (BeD Arts) (UDOM)
****Mr. C. N. Mdoe	Master Degree in Environmental Planning and Management (MEPM) (IRDP)
	Bachelor Degree in Environmental Planning and Management (IRDP)
	Diploma in Development Planning
Mr. T. M. Bella	MA Community Development (SJUT)
	BA Sociology (UDOM)

	Dip Community Development (SJUT)
	Cert Community Development (TRACDI)
Mr. J. P. Shija	MA Linguistics (UDSM)
	BA Education (UDSM)
Ms. L. G. Mremi	MA Co-operative and Community Development (MoCU)
	BA Community Development (UOI)
Mr. B. I. Panga	Masters of Official Statistics (EASTC)
	BSc Mathematics and Statistics (MWECAU)
****Mr. S. B. Erick	MA in Development studies (UDOM)
	BA in Regional Development Planning (IRDP)
Mr. M. M. Kuresoi	MA Community Development (CDTI)
	BA Community Development (CDTI)
****Mr. M.P. Yaqamba	Master Degree in Development Economics (IRDP)
	Bachelor Degree in Rural Development Planning (IRDP)
	Certificate in Rural Development Planning (IRDP)
Ms. M.B. Abubakar	M.Sc. Economics (MU)
	BA Economics (ARU)
****Mr. E. B. Kanire	MBA (Sunderland, UK)
	Advanced Professional Diploma in Management Studies (Ethames Graduate School)
	Adv. Dip. In Environmental Planning (IRDP)
Mr. J. B. Machibya	MA Dev. Economics (Erasmus University, The Netherlands)
	Bsc.Agr.Econ&Agribis) (SUA)
Mr. S. J. Katwale	Masters of Science in Urban Planning and Management (ARU)
	BA Environmental Planning and Management (IRDP)
Mr. P. M. Chiduo	M.A. Information Studies (UDSM)
	BA Library & Info. Sc. (Makerere University)
	Diploma Library (SLADS – Bagamoyo)
Mr. M. K. Amos	MA Library Information and Management (OUT)
	BA Library Information and Management (OUT)
Ms. C.M. Lukuvi	Masters of Public Administration (UDOM)
	Bachelor of Education (Language) Tumaini

	University (Makumira University College)
<b>Tutorial Assistants</b>	
Ms. J. P. Temba	BA Economics (SAUT) BSc Applied Statistics (MU)
Mr K. R. Banduka	
Mr. N. D. Joseph	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)
Mr. D.P. Bahati	Bachelor of Education in Languages and Management (MU)
	Dip.in Educ (Eckernfode TTC)
	Certificate in Teaching (Katoke TTC)
***Mr. L.A. Ngwema	BA Linguistics (UDOM)
	Dip. in Education (DATCO)
Mr. C. R. Cylvanus	BA. Accounting and Finance (MU)
***Mr. S. S. Matondo	Bachelor of education in English (ARU)
	Certificate of Teaching (TARIME TC)
***Mr. M. J. Mdamo	BA Development Economics (IRDP)
Ms. M. C. Ndongo	Bachelor of education major in English (ARU)
Mr. A. A. Kajange	BA Development Finance and Investment Planning
	Diploma in Development Planning
Mr. B. F. Tumbu	BA. Regional Development Planning (IRDP)
	Diploma in Development Planning (IRDP)
	Certificate in Development Planning (IRDP)
<b>Senior Lecturer and Head of Quality Assurance Unit</b>	
****Ms. G. R. Benedict	MBA (UDOM)
	Bachelor Degree in Population and Development Planning (IRDP)
<b>Librarian</b>	
Mr. P. C. Singano	BS in Library and Information Management (MU)
	Diploma in Library and Information Science (SUA)
	Certificate of Teaching (MTWARA TC)



Ms. H. L. Ghulam	BS in Library and Information Management (MU)
	Diploma in Records Management (TPSC)
	Certificate of Records Management (TPSC)
Ms. Z. M. Lidume	BA in Library and Information Studies (UDSM)
Miss F. H. Hussein	BA in Library and Information Studies (UDSM)
	Ordinary Diploma in Library, Records and Information Studies (SLADS – Bagamoyo) - Dar Cumpas.
Mr. M. J. Pima	Certificate in Library Studies (SLADS – Bagamoyo) - Dar Cumpas.
Mr P. J. Bikanda	Certificate in Library Studies (SLADS – Bagamoyo) - Dar Cumpas

#### **Admission and Examination Officers**

Mr. E. K. Meru	BA Education (UDSM)
Mr. F. N. Milazi	BA Education (SAUT)
Mr. S. A. Msuya	BA Education (SAUT)
Mr. S. L. Mwakatungila	BA Education (TEKU)
Ms H. N. Ndashau	BA Education (UDSM)
Ms. K. E. Frederk	BA Education (MWECAU)
Ms. A. K. Kajungu	MA. Human Resource Management (MU)
	BA Education (UDSM)

#### **Accountants and Accounts Officer**

Mr. A. S. Ansi	Bachelor of Accountancy (IFM)
	Diploma in Accountancy (TIA)
CPA (T) R. Salim	CPA (T) NBAA 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)
Mr. C.E. Makupa	BA. Sociology (UDOM)

Mr. M. C. Mfungo	BA Business Administration in Office Administration and Human Resource Management (UARU)
<b>Personal Secretary</b>	
Ms. M. Mussa	Certificate in Secretarial Studies (TPSC)
<b>Planning Officer</b>	
Mr. E. D. Malugu	MA Public Administration (UDOM)
	BA Regional Development Planning (IRDP)
	Diploma in Development Planning (IRDP)
	Certificate in Rural Development Planning (IRDP)
Ms. M. C. Kambelenje	BA. Development Economics (IRDP)
<b>Communication and Marketing Officer</b>	
Mr. M.S. Mrutu	MA in Labour Policies and Globalisation (University of Kassel and Berlin School of Economics and Law)
	BA. Mass Communication (UDSM)
<b>Procurement Officer</b>	
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)
Ms. J. Gosbert	BA Business Administration (SAUT)
<b>Open Registry Office</b>	
Ms. R. Mpanji	Certificate Records Management (TPSC)
Ms. H. Said	Dip. Records Management (TPSC)
	Certificate Records Management (TPSC)
	Dip. Records Management (TPSC)
Mr.S. M. Msambwa	Certificate Records Management (TPSC)

**Warden**

***Mr. G. Ikongo	BA Education (UDOM)
Mr. C. B. Nzenzule	BA Education (UDSM)
Mr. P. M. Kajigo	BA Education (SAUT)
Ms S. Mmbaga	BA Education (MMU)
	Diploma in Education (MMU)
	Certificate of Teaching (SINGACHINI TC)
Mr. J. R. Mmary	BA Education (UDSM)

**Estate Officer and Artisans**

Mr. D.M. Israel	BSc Land Management and Valuation (UDSM)
Mr. B.I. Haridi	MA in Construction Economics and Management (ARU)
	BSc Building Economics (UDSM)
Mr. J. K. Mwakapumbe	Certificate in Carpentry and Joinery
Mr. J. M. Manase	Certificate in Electrical Installation Grade One
Mr. A. D. Matenga	Certificate in Plumbing Level Two

**Transport Officer**

Ms. A. L. Ntilakigwa	BA Logistics and Transport Management (NIT)
----------------------	---

**Drivers**

Mr. P. P. Suday	Advanced Drivers Certificate (Grade II)
Mr. F. E. Kipigo	Advanced Drivers Certificate (Grade II)
Mr. L. F. Mabambalo	Advanced Drivers Certificate (Grade II)
Mr. P. L. Ngeleja	Advanced Drivers Certificate (Grade II)

**Security Guards**

Mr. E. K. Mchele	Certificate in Militia Training
**Mr. R. F. Ntenga	Certificate in Militia Training

**19.0 OFFICE OF THE DEPUTY RECTOR-PLANNING, FINANCE AND ADMINISTRATION****19.1 Deputy Rector:**

Prof. C. Hyandye	Prof. Canute L. Hyandye PhD (Nelson Mandela African Institution of Science & Technology) Master of Engineering in Environmental Science (China University of Geosciences) BSc Env. Science & Mgt (SUA)
<b>Personal Secretary</b>	
Ms. A. Chigera	Diploma in Secretarial Studies (NTA level 6) (TPSC), Basic Technician Certificate in Secretarial Studies (NTA level 4) (TPSC)

## 19.2 Directorate of Planning and Development

**Director**

Mr. S. A. Panga	MA Development Policy Analysis (MU) Adv. Diploma Regional Dev. Planning (IRDP) Diploma Intern Tourism and Travel Agencies (Dodoma)
<b>Planning Officers</b>	
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)
Ms. V. Mshanga	Masters in Rural Development Planning (IRDP) Bachelor Degree in Regional Development Planning (IRDP) Dip. Human Resource and Management (Hombolo) Cert. in Local Government and Administration (Hombolo)
Mr. J. Mandala	Bachelor Degree in Development Finance & Investment Planning (IRDP) Diploma in Education (Kasulu)
Mr. A. Mduwile	Bachelor Degree in Development Finance & Investment Planning (IRDP) Diploma in Development Planning (IRDP) Certificate in Rural Development Planning (IRDP)
Mr. I. Meela	Bachelor Degree in Economics and Statistics (UDOM)

### 19.3 Human Resource Management and Administration Directorate

**Ag. Director**

<b>Ms. S.M. Mgabo</b>	MPA (MU) BA Political Science (UDSM)
<b>Secretary</b>	
<b>Ms. F. Francis</b>	Diploma in Secretarial Services (TPSC) Certificate in Secretarial Services (TPSC)
<b>Office Attendant</b> <b>D. Mwakijeli</b> STD VII	
<b>Human Resource Unit</b>	
<b>Human Resource Officers</b>	
<b>****Mr. M. Mayala</b>	MSc. HRM (MU)

Mr. J. Chiwanga	BA Human Resource Management (ISW) MSc. in Human Resource Management
***Mr. N.Y.Elihaki	B.A in Public Administration and Management (Tumaini University-Stefano Moshi Memorial University College)
Mr. J. E. Chiwalala	Bachelor Degree of Arts in Public Administration and Management
Ms. L. P. Mngulwi	BA Political Science and Public Administration (UDSM)
Ms. N. J. Hume	Bachelor Degree in Public Administration
<b>Open Registry Office:</b>	
Mr. E. Camil	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. V.P. Rubendegele	Certificate Records Management (TPSC)
Ms. A. Lubeleli	Dip. Records Management (TPSC) Cert. Records Management (TPSC)
Ms. V. Clement	Dip. Records Management (TPSC) Cert. Records Management (TPSC)
Ms. H. Maletto	Dip. Records Management (TPSC) Cert. Records Management (TPSC)

#### 19.4 Finance and Accounts Directorate

<b>Director:</b>	
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)
<b>Office Management Secretary</b>	
Ms. J. Semazua	MDEA I Diploma in Secretarial Studies (TPSC) Certificate in Secretarial Studies (VETA – Dodoma) Certificate in Secretarial Studies (Msalato Bible College – Dodoma)
<b>Office Attendant</b> Ms. M. Thomas	STD VII
<b>Revenue Unit:</b>	
CPA. S.O. Ndunguru	CPA(T) NBAA Master Degree in Project Planning, Monitoring and Evaluation (MPPME) (IRDP) Advanced Diploma in Accounting (IFM)
Mr. D. Nyagalu	MBA in Accounting (RUCU) Postgraduate Diploma in Accountancy (SJUT) Adv. Dip. Accountancy (TIA)
<b>Pre- Auditor:</b> Mr. E. Maziku	BA Accounting (IFM)
Mr. J. Lidda	Bachelor of Arts in Accounting and Finance (MOCU)
<b>Expenditure Unit:</b>	
Ms. R. Uheche	PG. Dip. Accountancy (IFM) Adv. Dip. Accountancy (CBE) Dip. Business Adm. (CBE)
<b>Cash office</b>	
***Mr. F. J. Chiragwile	Bachelor of Accountancy (CBE) Diploma in Accountancy (CBE)
Ms. N. Mwevila	Master Degree in Accounting and Finance (IFM) Bachelor Degree in Banking and Finance (Kampala Universty) Diploma in Development Planning (IRDP)
Ms. E. T. Paul	Bachelor of Accountancy (CBE) Diploma in Accountancy (CBE)

<b>Dispensary Unit and Accommodation</b>	
Mr. A. Mwaja	Bachelor of Accounts and Finance (SJUT) Diploma in Business Administration (CBE)
<b>Loan Officer HESLB</b>	
Mr. J. Lidda	Bachelor of Arts in Accounting and Finance (MOCU)

### 19.5 Directorate of Students' Services

#### Dean (Main Campus):

Ms. J. S. Mchakama	Master Degree in Education (UDOM) BSc Education (UDSM)
--------------------	---

#### Personal Secretary:

Ms. L Yobu	Certificate in Secretarial Studies (TPSC)
------------	---

#### Warden (Main Campus):

Mr. J.E. Samu	MED Administration, Planning and Policy Studies (OUT) Bachelor of Education in Psychology (Horns) (UDSM)
Ms. E. Shitindi	MSc. Counselling Psychology (UoI) BA Sociology (UDOM)
Ms. E. Fimbo	B.A (Ed) (SAUT)
Ms. F. Musiba	Bachelor of Social Work (OUT) Dip. Hotel Operations (Masoka, Moshi) Cert. Hotel Operations (VETA, Dodoma)
Mr. P. Nassa	Bachelor of Philosophy with Education (SteMMuco)
Mr. B. Makomba	BA Education (SAUT)
Ms. M. Hango	BED Science (UDOM) Diploma in Education (Kleruu TCC)

### 19.6 Estates Department

<b>Estate Manager:</b>	
***Mr. R. Mkilania	Adv. Diploma Civil Engineering (DIT) FTC (DTC)
<b>Secretary:</b>	
Ms. K. John	Dip. in Secretarial studies (TPSC) Cert. in Secretarial studies (TPSC)
<b>Estate Officer:</b>	
Mr. B. H. Idrissa	MSc Construction Economics (ARU) BSc Building Economics (UDSM)

Mr. A. Alphonse	Bachelor Degree in Agr. Engineering (SUA) Diploma in Education (Monduli TTC) Certificate in Civil Works Management (ESAMI AFRICA)
<b>Carpenter:</b>	
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)
<b>Plumber:</b>	
Mr. T. Lyatuu Mr. M. Mnyang'ali	Trade Test Grade 1: Plumbing (VETA) Dodoma Certificate of Plumbing and Pipe Fitting Level 3 (Don Bosco)
<b>Electrician:</b>	
*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)
<b>Masonry</b>	
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)
<b>Transport Officer</b>	
Mr. A. Mabiha  Mr. A. Dida	Bachelor Degree in Logistics and Transport Management (NIT DSM) International Certificate in Humanitarian Logistics (KuehneStifting Foundation – Schnddlege – Switzerland) Diloma in Information Technology (NIT- DSM) Certificate in Public Service Vehicles (NIT-Dodoma) Certificate of Basic Driving Course (VETA-Dododma)
<b>Security Guards Unit</b>	
<b>Ag. Head of unit:</b>	
Mr. J. Kigomba  Mr. P. Mkulu  Mr. S. Bandu	Certificate in Public Administration (TPSC DSM) Certificate in Tanzania Police Services (Kidatu Morogoro) Full Grade One Masonry and Block Laying (Artisan) Tour Guid Operations and Management Militia Training, Form IV Militia Training, Form VI

**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) **Governing Council Chairperson Prize**  
The Chairperson of the IRDP Governing Council Prize is offered to the overall best finalist student who scored highest first class from all Master degree programmes offered by the Institute.
- (ii) **Bishop Chiwanga's Prize**  
The Bishop Chiwanga's Prize is given to the overall best finalist student from Bachelor Degree Programmes offered at the Institute.
- (iii) **Rector's Academic Prize**  
The Rector's Academic Prize is offered to the overall best finalist students from each programme with the GPA of 3.5 and above for NTA level 4, 5 and 6 and a GPA of 4.0 and above for the NTA level 7 to 9.
- (iv) **Deputy Rector Academics, Research and Consultancy Prize**  
The Deputy Rector Academics, Research and Consultancy Prize is offered to the overall best continuing student from each programme with the GPA of 4.0 and above.
- (v) **Deputy Rector Planning, Finance and Administration Prize for Innovation and Creativity.**  
This prize is offered to students who showed highest level of innovation and creativity.
- (vi) **Research Prizes for Finalists Students from the Head of Department of Research and Consultancy.**  
This prize is offered to the finalist students who scored the highest in research (dissertation) in Bachelor degree and Master degree programmes.
- (vii) **Heads of Departments Prize**  
This prize is offered to the Departmental overall best finalist student in Bachelor Degree Programmes.
- (viii) **Academic Prizes from Individual Staff**  
These prizes are offered by different staff to students who have performed well in different modules of their interest.
- (ix) **Rector's Prize for Best Student in Sports and Entertainment**  
This prize is offered to the best students in sports and entertainment.
- (x) **Rector's Prize for the Best Student in Leadership**  
This prize is offered to the best students in leadership.

## **Appendix 2: DRESSING CODE**

IRDP dressing code is based on the Governments 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 Institutes 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

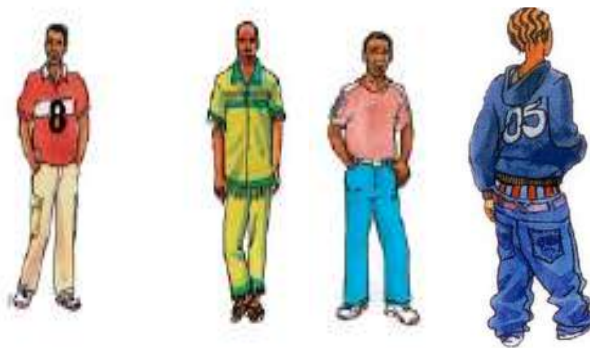
Dresses NOT acceptable to male students

- (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 obscure, 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**



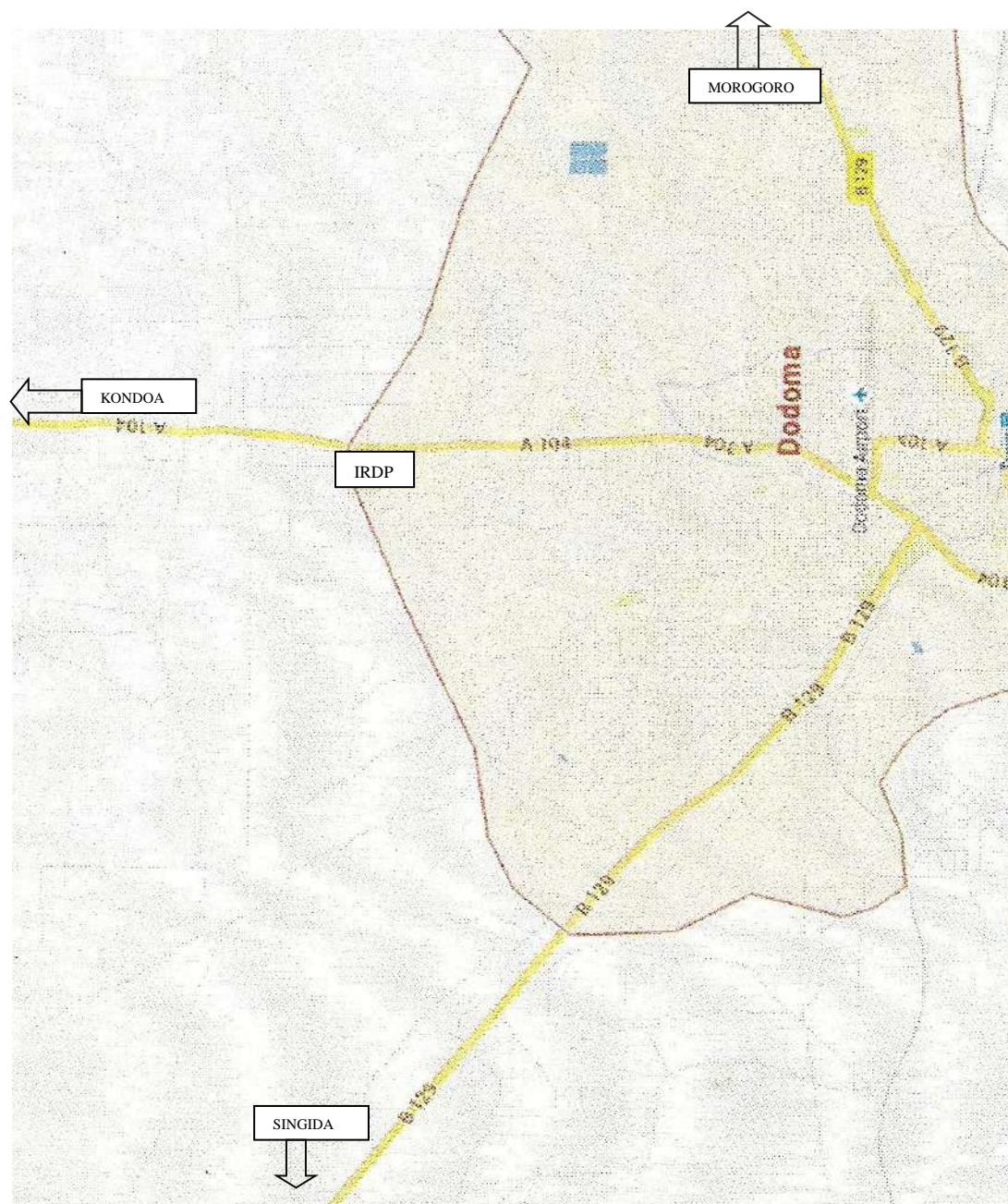
### **ENFORCEMENT**

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*



## SHORT COURSE CATALOGUE AND CALENDAR 2023/2024



### 7.0 SHORT COURSES, CAPACITY BUILDING AND TAILOR MADE TRAINING

The Institute of Rural Development Planning (IRDP) in implementing one of its' core function, offers and conduct various capacity building, short courses and tailor made trainings in multi-disciplinary and multi-sectorial areas, the courses aim at equipping participants with relevant, current and emerging practical skills.

The short course trainings are normally conducted at any place of convenience. Similar, tailor made or equivalent training may be conducted at the clients' request out of the time indicated in the calendar and schedule, at clients'

premises/venue or any other area of preference for different purposes. Moreover, the client organization can request for IRDP to send experts to deliver and facilitate the training at the clients' request and suggestion.

For the training which are requested to be conducted as per clients' request, training fee shall be computed and agreed upon between IRDP and the client organization depending on various training parameters including; area for conducting training, distance, number of participants, contents to be covered, number of days for the training and other aspects of the training to be recommended by respective client organization.

For short courses indicated in the calendar and other courses, IRDP offers **formal Invitation letters and Invoice** for processing of payments to individuals and organization upon request through contact person(s).

### **7.1 Contact Persons for Short Courses and Capacity Building Training**

For further information about similar/equivalent training, request for formal invitation letter, invoice and other issues related to short courses, please contact the following:

**(i) Mr. Benjamin I. Magori**

Coordinator for Short Courses

Mobile:- **+255 715 032 800** E-mail:- [bmagori@irdp.ac.tz](mailto:bmagori@irdp.ac.tz) and [shortcourses@irdp.ac.tz](mailto:shortcourses@irdp.ac.tz)

**(ii) Dr. Hosea A. Mpogole**

Director of Research, Consultancy and Publications

Mobile:- **+255 756 964 326** E-mail:- [hmpogole@irdp.ac.tz](mailto:hmpogole@irdp.ac.tz)

### **5.6 Training Fee**

The training fee is as indicated in **Table 1** or as it shall be computed and agreed upon by IRDP and client organization(s).



**Table 1:- Short Course Training Fee**

SN	CATEGORY		DESCRIPTION	TRAINING FEE PER PARTICIPANT (TZS)	DURATION OF TRAINING	MANDATORY REQUIREMENT
	MINIMUM NUMBER OF PARTICIPANTS	MAXIMUM NUMBER OF PARTICIPANTS				
1	1	10	One Participant to Ten Participants	2,000,000/=	5 Days	The Minimum Number of Participants for the Training to be conducted shall be Ten (10)
2	11	30	More than 10 Participants and Less than 31 Participants	1,500,000/=	5 Days	
3	31	and Above	31 Participants and Above	1,000,000/=	5 Days	The Maximum Number of Participants per Short Course Training shall be Fifty (50), otherwise the training shall be sub-divided into Clusters/ Cohorts

The training fee caters for certificates, lunch, refreshments, tea, Institutional fee, field excursion, training facilitation and preparation of training materials. Travel expenses, per diem and other costs related to participant(s) shall be paid directly to respective participant(s) by respective employers/sponsors as per respective organizational regulations and guidelines.

### **5.7 Mode of Payment**

All Payments are required to be made through NMB Bank Account with the following bank details; **Account Number: 50501100008 Account Name: INSTITUTE OF RURAL DEVELOPMENT PLANNING - SHORT COURSE.**

### **5.8 Deadline for Payments and Confirmation for Participation**

Participants should make payments and confirm their participation in respective training up to 24 hours prior to the date for commencement of the training to allow for training logistics and arrangements.

## IRDP SHORT COURSES AND CAPACITY BUILDING TRAINING CATALOGUE AND CALENDAR 2023/2024

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
1	STRATEGIC PLANNING	Training on Strategic Planning, Implementation and Effective Budgeting.	5 Days				
2	PROJECT MANAGEMENT	Training on Project Planning, Designing and Implementation.	5 Days				
3	MONITORING AND EVALUATION	Training on Monitoring and Evaluation (M&E)	5 Days				
4	PROJECT MANAGEMENT	Training on “Project Proposal Writing for Strategic Revenue Generating Projects”	5 Days				
5	RISK MANAGEMENT	Training on Risk Management	5 Days				
6	GOVERNANCE	Training on Corporate Social Responsibility, Accountability and Governance	5 Days				
7	HUMAN RESOURCE MANAGEMENT	Training on Office Management, Customer Care and Effective Communication Skills for Frontline Staff.	5 Days				
8	HUMAN RESOURCE MANAGEMENT	Training on Strategic Human Resource Planning and Management	5 Days				
9	STATISTICS &	Training on Data Management and	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
	DATA MANAGEMENT	Statistical Data Analysis Using STATA					
10	LAND USE PLANNING	Training on Land Use Planning and Risk Assessment	5 Days				
11	ENVIRONMENTAL MANAGEMENT	Training On Environmental And Social Impact Assessment (ESIA)	5 Days				
12	BUDGETING AND FINANCIAL MANAGEMENT	Training on Strategic Budgeting, Financial Management, and Cost Controls.	5 Days				
13	PROJECT MANAGEMENT	Training on Project Management, Monitoring and Evaluation Using Microsoft Project.	5 Days				
14	FINANCE & REVENUE MANAGEMENT	Training on Local Government Revenue Enhancement and Tax Collection	5 Days				
15	PROCUREMENT	Training on Store Keeping, Inventory and Asset Management	5 Days				
16	PROCUREMENT AND CONTRACT MANAGEMENT	Training on Public Procurement and Contract Management	5 Days				
17	ENVIRONMENTAL MANAGEMENT	Training on Environmental Management and Risk Assessment	5 Days				
18	ENVIRONMENTAL MANAGEMENT	Training on Risk and Disaster	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
		Management					
19	ENVIRONMENTAL MANAGEMENT	Training on Climate Change and Risk Management	5 Days				
20	ENVIRONMENTAL MANAGEMENT	Training on Natural Resource Planning and Management.	5 Days				
21	GOVERNANCE	Training on Leadership Skills, Good Governance and Accountability to Councilors, Council Leaders and Council Management Teams ("Mafunzo ya Kujenga Uwezo Katika Stadi za Uongozi, Utawala Bora na Uwajibikaji kwa Viongozi Halmashauri na Madiwani/ Wawakilishi")					
22	BASELINE SURVEY	Training on Baseline Survey and Feasibility Study	5 Days				
23	COMMUNITY DEVELOPMENT	Training on Gender Based Violence Protection and Safeguarding	5 Days				
24	COMMUNITY DEVELOPMENT	Training on Opportunity and Obstacles to Development (O&OD)	5 Days				
25	COMMUNITY	Training on Gender	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
	DEVELOPMENT	Mainstreaming, Analysis and Planning					
26	COMMUNITY DEVELOPMENT	Training on Evidence Based Policy Formulation for Sustainable Development	5 Days				
27	COMMUNITY DEVELOPMENT	Training on Gender Equality and Diversity in Management	5 Days				
28	COMMUNITY DEVELOPMENT	Training on Gender Mainstreaming in Planning and Decision Making.	5 Days				
29	COMMUNITY DEVELOPMENT	Training on Intergration of Gender in Planning and Budgeting.	5 Days				
30	COMMUNITY DEVELOPMENT	Training on Child Violence, Protection and Safeguarding	5 Days				
31	CONTRACT MANAGEMENT	Training on Contract Management	5 Days				
32	DRIVERS AND TRANSPORT OFFICERS	Training on Transportation Skills for Drivers and Transport Officers	5 Days				
33	FINANCE AND PROCUREMENT	Training on Financial, Procurement and Contract Management in Lower Levels of Local Government	5 Days				
34	FINANCIAL MANAGEMENT	Training on Strategic Financial Management	5 Days				
35	FINANCIAL	Training on Local Government	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
	MANAGEMENT	Revenue Enhancement and Tax Collection					
36	FINANCIAL MANAGEMENT	Training on Electronic Financial Management	5 Days				
37	FINANCIAL MANAGEMENT	Training on Financial Analysis and Reporting	5 Days				
38	FINANCIAL MANAGEMENT	Training on Project Financial Management for non-Financial Professionals.	5 Days				
39	FINANCIAL MANAGEMENT	Training on Financial Management for Donor Funded Projects	5 Days				
40	FINANCIAL MANAGEMENT	Training on Health Care Financial Management	5 Days				
41	GIS	Training on Advanced Geographical Information System for Advanced Users	5 Days				
42	GIS	Training on Applications of GIS in Water Resources Analysis and Protection	5 Days				
43	GIS	Training on Geo-statistical Analysis and Spatial Statistics	5 Days				
44	GIS	Training on Mobile Data Collection Tools (Design and Applications)	5 Days				
45	GIS	Training on Crimes Spatial	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
		Mapping, Analysis and Prioritization of Interventions					
46	GIS	Training on Introduction to Soil and Water Assessment Tool (SWAT) - Beginners Course	5 Days				
47	GIS	Training on Integration of GIS and Social-Demographic Data in Urban Solid Wastes Management	5 Days				
48	GIS	Training on GIS and Remote Sensing for Agricultural Planning	5 Days				
49	GIS	Training on Applications of GIS and Remote Sensing Technologies in Vulnerability Assessments	5 Days				
50	GIS	Training on Advanced Course on SWAT - Applications of Soil and Water Assessment Tools in Watershed Management	5 Days				
51	GIS	Training on Web-Based GIS and Interactive Maps	5 Days				
52	GIS	Training on GIS for Natural Resource Management	5 Days				
53	GIS	Training on Community Social Services Provision and	5 Days				



SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
		Optimization (Water, Education and Health)					
54	GIS	Training on Advanced Course on SWAT - Applications of Soil and Water Assessment Tools in Climate Change Studies	5 Days				
55	GIS	Training on GIS for Business and Marketing	5 Days				
56	GIS	Training on Basic Geographical Information System for Beginners	5 Days				
57	GIS	Training on Participatory Community Resource Mapping in Climate Change Adaptation Planning	5 Days				
58	GIS	Training on GIS Modeling	5 Days				
59	GIS	Training on GIS and Remote Sensing Based Land Use/Cover Change Statistics and Modeling	5 Days				
60	GOVERNANCE	Training on Good Governance, Leadership and Negotiation Skills.	5 Days				
61	GOVERNANCE	Training on Strategic Performance Management	5 Days				
62	PUBLIC RELATIONS	Training on Protocol, Public Relation and Communication	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
		Management.					
63	GOVERNANCE	Training on Strategic Governance and Result Based Management	5 Days				
64	GOVERNANCE	Training on Protocol and Events Management	5 Days				
65	HUMAN RESOURCE	Training on Public Service Code of Conduct and Ethics	5 Days				
66	HUMAN RESOURCE	Training on Performance and Appraisal Systems	5 Days				
67	HUMAN RESOURCE	Induction Training to New Recruited Employees in Public Service	5 Days				
68	HUMAN RESOURCE	Training on Effective Meeting Management and Minutes Taking	5 Days				
69	HUMAN RESOURCE	Training of Trainers Course	5 Days				
70	HUMAN RESOURCE	Training on Electronic-Management and Governance	5 Days				
71	ICT	Training on Advanced Microsoft Office for Managing and Processing of Student's Admission, Results, Academic Transcripts and Reports	5 Days				
72	ICT	Training on Computer Aided	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
TRAINING PROGRAM↓	TRAINING DURATION ↓						
		Design and Contract Management					
73	ICT	Training on Basic Computer Skills and Information Management	5 Days				
74	ICT	Training on Advanced Microsoft Office Management for Executive Assistants	5 Days				
75	LAND MANAGEMENT	Training on Legal Framework for Land Management and Land Conflict Resolutions	5 Days				
76	LAND MANAGEMENT	Training on Village Land Use Plan and Management	5 Days				
77	LAND MANAGEMENT	Training on Preparation of Ecological Land Use Plan and Management	5 Days				
78	LAND USE PLANNING	Training on Participatory Land Use Planning	5 Days				
79	M&E	Training on Monitoring and Evaluation in Governance	5 Days				
80	M&E	Training on Results-Based Monitoring and Evaluation	5 Days				
81	M&E	Training on Monitoring and Evaluation in Food Security and Nutrition	5 Days				
82	M&E	Training on Participatory	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
		Monitoring and Evaluation					
83	M&E IN ARD	Training on Monitoring and Evaluation for Agriculture and Rural Development Programs/Projects	5 Days				
84	M&E FOR HEALTH PROGRAMS	Training on M&E and Data Management for Health Programs	5 Days				
85	M&E IN PROJECTS AND PROGRAMS	Training on Designing, Monitoring and Evaluation of Plans, Programs and Development Projects.	5 Days				
86	POPULATION	Training on Intergration of Population Variables in Development Planning	5 Days				
87	POPULATION	Training on Population Data Analysis and Interpretation for Policy and Development Planning	5 Days				
88	PROCUREMENT	Training on Public Procurement and Contract Management	5 Days				
89	PROCUREMENT	Training on Store Keeping, Inventory and Asset Management	5 Days				
90	PROJECT PLANNING & MANAGEMENT	Training on Project Management, Monitoring and Evaluation using Microsoft Project.	5 Days				
91	PROJECT	Training on Project Risk	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
	PLANNING & MANAGEMENT	Management					
92	PROJECT PLANNING & MANAGEMENT	Training on Project Planning and Management	5 Days				
93	PROJECT PLANNING & MANAGEMENT	Training on Resource Mobilization and Project Proposal Writing.	5 Days				
94	PROJECT PLANNING & MANAGEMENT	Training on Project Scheduling, Evaluation and Cost Benefit Analysis.	5 Days				
95	RECORDS MANAGEMENT	Training on Records Keeping, Information and Office Management	5 Days				
96	RECORDS MANAGEMENT	Training on E-Records Management	5 Days				
97	RESEARCH & DATA MANAGEMENT	Training on Quantitative Data Analysis with SPSS and STATA	5 Days				
98	SECRETARIES, RECORDS & FRONT OFFICE STAFF	Training on Office Management and Effective Customer Service Delivery	5 Days				
99	SECRETARIES, RECORDS & FRONT OFFICE STAFF	Training on Customer Care and Effective Communication Skills for Frontline Staff	5 Days				
100	STATISTICS & DATA	Training on Data Management and	5 Days				

SN.	SECTOR↓	TRAINING PHASES IN THE FINANCIAL YEAR→		1	2	3	4
				QUARTER ONE 2023/2024	QUARTER TWO 2023/2024	QUARTER THREE 2023/2024	QUARTER FOUR 2023/2024
		TRAINING DATES AND MONTHS →		JULY –SEPTEMBER 2023	OCTOBER – DECEMBER 2023	JANUARY – MARCH 2024	APRIL – JUNE 2024
		TRAINING DATES, VENUE →		TO BE INDICATED IN QUARTERLY INVITATIONS, ORGANIZATIONS MAY WRITE TO IRDP AND REQUEST SPECIFIC TAILOR MADE AND CAPACITY BUILDING TRAINING.			
		TRAINING PROGRAM↓	TRAINING DURATION ↓				
	MANAGEMENT	Statistical Data Analysis Using NVIVO					
101	STATISTICS & DATA MANAGEMENT	Training on Data Management and Statistical Data Analysis Using Excel	5 Days				
102	STATISTICS & DATA MANAGEMENT	Training on Data Management and Statistical Data Analysis Using SPSS	5 Days				
103	STRATEGIC PLANNING	Training on Strategic Planning and Implementation	5 Days				
104	STRATEGIC PLANNING AND BUDGETING	Training on Strategic Planning, Effective Budgeting and Cost Controls	5 Days				
105	URBAN PLANNING	Training on Urban Planning and Designing	5 Days				
106	HUMAN RESOURCE	Training on Retirement Planning and Management	5 Days				
107	TAX COMPLIANCE AND ASSET MANAGEMENT	Training on Tax Compliance and Asset Management	5 Days				



## 8.0 MIPANGO ENTREPRENEURSHIP AND INNOVATION (MEI) CENTRE

IRDP has established Mipango Entrepreneurship and Innovation (MEI) Centre to facilitate and strengthen practical training as well as to instill the spirit and culture of innovation and entrepreneurship for self-employment among IRDP students and graduates. Furthermore, the MEI Centre aims at helping entrepreneurs and communities in rural and urban areas by building their capacity to enable them to add value to their crops and other products. This, in turn, will strengthen their economy, increase the pace of industrialization, and reduce poverty.

Functions of MEI includes;

- Provide ICT support services to students, local and rural entrepreneurs/innovators to increase their accessibility and



- improvement of their products;
- Foster the exchange of ideas among entrepreneurs in business communities;
- Strengthen the relationship between the IRDP, the labour market, and the various national and international institutions;
- Attract investors in innovation ideas and commercialization of research results; and
- Establish and run innovations and incubation programs in liaison with other partners

The eligibility for the MEI Centre is open for recruitment to any person or student of the Institute of Rural Development Planning with an innovative business idea or business activity.

### **8.1 Contact Persons Mipango Entrepreneurship and Innovation (MEI) Centre**

For further information about MEI, please contact the following:

(ix) **Mr. Benjamin I. Magori**

Coordinator for MEI

Mobile:- **+255 715 032 800** E-mail:- [bmagori@irdp.ac.tz](mailto:bmagori@irdp.ac.tz) and [mei@irdp.ac.tz](mailto:mei@irdp.ac.tz)

(x) **Dr. Hosea A. Mpogole**

Director of Research, Consultancy and Publications

Mobile:- **+255 756 964 326** E-mail:- [hmpogole@irdp.ac.tz](mailto:hmpogole@irdp.ac.tz)





For more information  
visit our website:

[www.irdp.ac.tz](http://www.irdp.ac.tz)

OR

contact us:

**Main campus - Dodoma**

**Mob: 0746 777 001/0746 777 002  
0746 777 006**

**e-mail: [admissions@irdp.ac.tz](mailto:admissions@irdp.ac.tz)**

**Location:**

**Miyuji Area, along the Arusha Road**

**Lake Zone Training Centre - Mwanza**

**Mob: 0748 000 648 /0748 002 460  
0748 002 461**

**e-mail: [mwanza@irdp.ac.tz](mailto:mwanza@irdp.ac.tz)**

**Location:**

**Bwiru Area at the Former  
Bwiru Conference Center**

***Kupanga ni Kuchagua***