



# FORESTRY TRAINING INSTITUTE, OLMOTONYI

## INSTITUTE PROSPECTUS



**Academic year 2023/2024**

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## **WELCOMING NOTE FROM THE PRINCIPAL**

We are happy that you have decided to take on your technician education at the Forestry Training Institute, Olmotonyi. This prospectus describes the courses and different activities conducted at the institute, which will give you a taste of life in Olmotonyi. The Forestry Training Institute is the oldest forestry institute in Tanzania, and its staff is dedicated to bringing out the best in all its members. Our aim is to provide the best possible environment for learning and public services, and it is here where the best rangers in Africa pass.

We will continue to ensure that your years at Olmotonyi are filled with enthusiasm and involvement that you can cherish for a lifetime. We also know that the quality of student practices derives from more than just academic studies. That is why the Institute encourages students to join and aggressively participate in activities of the students' organization and use various sports and fun facilities available, e.g., eco-tourism sites, netball, basketball, and soccer fields. The Institute is also at the interface of national and international technical education inventions and creativity.

The Institute has taken all reasonable steps to make sure that the information in this prospectus about course contents, structure, teaching facilities, and staffing is accurate and up-to-date.

I hope that you will find this prospectus useful and interesting. Should you not find what you are looking for, please do not hesitate to contact the Deputy Principal Academics, Research, and Consultancy for further backing.

Once again, I kindly welcome you to the Forestry Training Institute, Olmotonyi, and look forward to working with you towards the achievement of your academic desires.



Dr. Joseph Sitima Makero  
**PRINCIPAL**

October 2023

## KEY TO ABBREVIATIONS USED IN THIS PROSPECTUS

ECOPRC	Empowering Communities Through Training on Participatory Forest Management, Redd+ and Climate Change Initiatives
FTI	Forestry Training Institute.
FTISO	Forestry Training Institute Student Organization.
NACTE	National Council for Technical Education.
NACTVET	National Council for Technical and Vocational Education and Training.
NTA	National Technical Award.

## GENERAL INFORMATION

The Forestry Training Institute, Olmotonyi (FTI) is the oldest and most popular forest Institute in Tanzania offering technical forest education programmes leading to the award of certificates and diplomas. The FTI was established in 1937 and it is owned and managed by the government under the Ministry of Natural Resources and Tourism. The Institute is located 17 kilometres North of Arusha Municipality and 3.2 kilometres off the Arusha – Nairobi road at a small town of Ngaramtoni.

The Institute was registered in 2002 as a Technical Institute under Act No. 9 of 1997 of the National Council for Technical Education (NACTE) and granted full accreditation to offer Technician certificate and Ordinary diploma courses in forestry, Urban Forestry and landscaping, Geoinformatics for Natural Resources Management corresponding to National Technical Award levels 5 and 6 in 2005.

### **Vision**

**“To being a centre of excellence for capacity building in Technical Forest Management and the environment in Africa”.**

### **Mission**

**“Provide adequate knowledge, skills and attitude to our clients for sustainable development of forest resources and the environment”.**

## **1. STUDENTS’ WELFARE**

### **i) Office of the Dean of Students**

The Dean of Students is responsible for provision of students’ welfare services. These range from residence to students counselling and career guidance, students’ governance, health and catering services. The following are some of the students’ welfare services:

### **ii) Students Accommodations**

The Institute offers a range of quality accommodation in the halls of residence on-campus. This is handled by direct by the Institute through Estate Unit whose offices is located in ECOPRC lecture theatre. There are seven halls of residence, the ECOPRC hostel, Mwongozo I, II & III hostels, and Majimaji I, II & III hostels. ECOPRC hostel is charged at the rate of TZS 320,000.00 per year and other hostels are charged at the rate of TZS 270,000/= per year. Rooms are allocated to students on a first-come, first serve basis, but special considerations go to disabled students and female students. For those who are not accommodated on a campus, accommodation can be secured at nearby street, including Olmotonyi, Kishore and Ngaramtoni town.

### **iii) Forestry Training Institute Students Organization (FTISO)**

FTISO is the students’ union which is responsible for organising students’ activities and their governance which include academic, political, social, outreach and recreational activities. Current students’ organisations include the FTI students only. The organization also deals with students’ leadership under the auspices of the office of Dean of Student. It is the responsibility of this office to guide, counsel and coordinate the organizations’

activities to ensure that they are fairly run with integrity and mutuality among students by taking into consideration gender balance. On the other hand, the office plays the role of bridging the gap between students and FTI management. It also supervises the implementation of Student By- Laws.

#### **iv) Health services**

Medical care is provided at the Institute dispensary, staffed by a full-time Medical Doctor, Clinical and nurses. Students requiring medical attention report to the dispensary through the office of the Dean of students. If treatment outside Institute facilities is necessary, students will be referred to a hospital that offers medical consultancy services (e.g., Mount Meru regional referral hospital, St. Elizabeth Hospital, Arusha Lutheran Medical Centre (ALMC) and Oltrumet District Hospital). In addition, there are several private hospitals in Arusha city. Institute fees do not cover medical treatment, students are encouraged to join health insurance services like the National Health Insurance Fund (NHIF) in order to cover their medical services at and outside the Institute dispensary, so that they are covered whenever and wherever they fall sick. During registration, the office of Dean of Student in collaboration with NHIF Office ensure that all students get their NHIF cards to use whenever they fall sick.

#### **v) Catering services**

The Institute offers cafeteria services to students at subsidised rates. There is one cafeteria in the Institute which has the capacity to serve the present student population. Other food outlets available at Zofomo found near Meru/Usa forest plantation office. Students are responsible for administration of cafeteria services through Student Organization. The Minister for Food who is representing the Student Organization is responsible to liaise with the cafeteria service providers for any matters related to cafeteria services. The Dean of Students (DoS) act as a link between the Institute Management and the Cafeteria service providers on any matters pertaining to the cafeteria services.

It is strictly prohibited to use Institute dormitories for cooking. Students are not allowed to keep any cooking facilities in their rooms. The Institute undertakes regular inspection in the dormitories to enforce this rule. Any student found guilty of keeping cooking facilities or cooking in dormitories will receive a penalty as determined by the Institute Management which is well stipulate in Student Rules and Regulations.

## **2. LIBRARY SERVICES**

The Institute Library is the heart of the Institute's academic and research endeavours that provides information services to support teaching, learning, research, and innovation. The library is operating in one library building by both academic (1) and administrative staff (4) whereby the former are involved in teaching, research, consultancy services as well as managerial functions, and the latter are involved in the direct provision of library services. The materials found in Institute library include books, journals, research reports, Government, and Institute publications.

The library has 2300 subject-based collections namely; Forestry and Social Forestry Sciences, and Art. Along these, the library houses other collections including audio visual materials. Besides these, the library provides reading space to 100 students, staff, and other external users at a time.

## Library Opening Hours

<b>During Semester Time</b>			
<b>Week Days</b>	<b>Day Time</b>	<b>Break</b>	<b>Night</b>
Monday - Friday	07:30 - 15:30 Hours	1 Hour	16:30 - 22:30 Hours
Saturday	08:00 - 12:00 Hours	Closed	
Sunday	15:00 - 18:00 Hours		19:00 - 20:00 Hours
Public Holidays	Closed		
<b>During Vacation</b>			
Monday - Friday	08:00 - 15:30 Hours	Closed	
Saturday	Closed		
Sunday & Public Holidays	Closed		

For more information about the library services, resources and programmes visit our library.

### 3. TRANSPORT SERVICES

Transport facilities for students are available for practical, excursions, and emergencies. During practical and excursion sessions, students are served by minibuses and Landcruiser hardtops in emergencies.

### 4. WORSHIP AND SPIRITUAL COUNSELING SERVICES

Students and staff have complete freedom of worship based on their spiritual beliefs, within the limitations of the laws of the country and Student By-Laws. At present, facilities are available for Christians and Muslims.

### 5. SECURITY AND SAFETY MANAGEMENT SYSTEMS

The Institute Security and Safety Management Systems consist of the Private Security Company (Intelligence Securico); which has security contract with the Institute. All students are cautioned to secure themselves and their colleagues by instilling in their minds the attitude of being always alert with security consciousness spirit and self-awareness against unpredicted crimes. Whenever Police assistance is needed, you are advised to report immediately by using the following telephone numbers:

<b>Office</b>	<b>Contact Telephone Numbers</b>
Intelligence Securico	+255 754555755
Emergency number Police	114

### 6. SHOPPING FACILITIES, BANK AND POSTAL SERVICES

Shopping services are available at Ngaramtoni, about 3 kilometres from the Institute and Arusha CBD about 17 kilometres from the Institute. Major Banks, Bureau de Change, Travel Agent and mobile telephone service providers are also located in Arusha CBD. FTI staff and students can access bank services of major banks (CRDB and NMB) which have their branches at Ngaramtoni. ATM services are also available at Ngaramtoni. Post Office located at Arusha CBD. The office provides all postal services.

## **SENIOR OFFICERS OF THE INSTITUTE**

### **Principal**

Dr. J. S. Makero, Dip. (Arusha), BSc & MSc (Morogoro), PhD (Morogoro/Ås)

### **Deputy Principal Academic, Research and Consultancy**

Mr. S. J. Kingwere, BSc (Morogoro), MSc (Morogoro)

### **Deputy Principal Planning, Finance and Administration**

Dr. A. A. Makatta, BSc (Morogoro), MSc (Belgium), PhD (Dar/ Ås)

### **Head of Forestry Science Department**

Mr. S.B. Malulu, BSc (Morogoro)

### **Head of Social Forestry and Environment Science Department**

Mr. M.A. Kyaruzi, BSc (Morogoro)

### **Head of Natural Resource Assessment and Management Department**

Mr. S.N. Kitereja, BSc (Morogoro), MSc (Morogoro)

### **Head of Short Course, Research and Consultancy Unit**

Mr. S.N. Kitereja, BSc (Morogoro), MSc (Morogoro)

### **Head of Registrar Office**

Ms. S.A. Msangi, BSc (Morogoro)

### **Acting Head Information and Communication Technology Unit**

Mr. S.N. Kitereja, BSc (Morogoro), MSc (Morogoro)

### **Head of Library Services Unit**

Mr. B.S. Kitta, BA (Dar)

### **Dean of Students Office**

Ms. A.B. Chanai, Dip (Arusha), BSc (Morogoro)

**Head Finance and Accounts Units**

Ms. F P. Masai, Bcom (Dar), CPA (T)

**Head Procurement Management Unit**

Ms. H Y. Ibrahimu, BA (Moshi)

**Acting Head of Estate Unit**

Mr. E.M. Kidjout, BSc (Morogoro)

**Acting Head of Administration and Personnel Unit**

Ms. S.A. Msangi, BSc (Morogoro)

**Acting Head Planning and Budgeting Unit**

Ms. F P. Masai, Bcom (Dar), CPA (T)

**Acting Head of Public Relations Unit**

Ms. N.A. Mrema, Dip (Dar)

**Head of Medical Service Unit**

Dr. M.A. Muhana, Dip (Mbeya), MD (Moshi)

**Head of Quality Assurance Unit**

Mr. S.B. Malulu, BSc (Morogoro)

## ACADEMIC STAFF LIST

Department of Forestry Science (DFS)	Department of Social Forestry and Environment Science (DFE)	Department of Natural Resource Assessment and Management (DNR)
<p><b>Tutor and Head</b> Mr. S.B. Malulu, BSc (Morogoro)</p>	<p><b>Tutor and Head</b> Mr. M.A. Kyaruzi, BSc (Morogoro)</p>	<p><b>Tutor and Head</b> Mr. S.K. Nsinda, BSc &amp; MSc (Morogoro)</p>
<p><b>Tutor</b> Dr. C.J. Kayombo, Dip (Arusha), BSc &amp; MSc. (Dodoma), PhD (Dar)</p>	<p><b>Tutor</b> Dr. A.A. Makatta, BSc (Morogoro), MSc. (Belgium), PhD (Dar)</p>	<p><b>Tutor</b> Dr. J.S. Makero, Dip. (Arusha), BSc &amp; MSc (Morogoro), PhD (Morogoro/Ås)</p>
<p>Ms. S.A. Msangi, BSc (Morogoro)</p>	<p>Mr. S.S. Mafuru, BSc (Morogoro)</p>	<p>Mr. S.J. Kingwere, BSc &amp; MSc (Morogoro)</p>
<p>Ms. A.B. Chanai, Dip (Arusha), BSc (Morogoro)</p>	<p>*Ms. D.A. Meshili, BSc (Morogoro)</p>	<p>Mr. S.O. Mawinda, BSc &amp; MSc (Morogoro)</p>
<p>Mr. B.S. Kitta, BA (Dar)</p>	<p>**Mr. N. Salasala, BSc (Morogoro), MSc (Netherland)</p>	<p>Mr. L. Sabida, BSc &amp; MSc (Morogoro)</p>
<p>Mr. E.M. Kidjout, BSc (Morogoro)</p>		<p>**Mr. A.M Kashindy, BSc (Morogoro), MSc (Dar)</p>
<p>Mr. S.M. Mwajombe, BSc (Morogoro)</p>		
<p><b>Tutorial Assistants</b> *Ms. A.S. Nyorido, Dip (Arusha)</p>	<p><b>Tutorial Assistants</b> Mr. C. Magambo, Dip (Arusha)</p>	

## ADMINISTRATIVE STAFF LIST

Office of Principal	Office of Deputy Principal Academic, Research and Consultancy	Office of Deputy Principal Planning, Finance and Administration
<p><b>Full Secretary</b> Ms. R.S. Kapina, Dip (TPSC, Dar)</p> <p><b>Head of Finance and Accountant Unit</b> Ms. F.P. Masai, BA (Dar), CPA (T)</p> <p><b>Accountant Officer</b> Mr. E.S. Amoni, BA (Moshi) Ms. N.A. Mrema, Dip (Dar)</p> <p><b>Principal Internal Auditor</b> Ms. J.T. Njau, BA &amp; MA (Dar)</p> <p><b>Head of Procurement Management Unit</b> Ms. H.Y. Ibrahimu, BA (Moshi)</p> <p>***Ms. U. Kahabuka, Dip (Dar)</p>	<p><b>Head of Library</b> Mr. B.S. Kitta, BA (Dar)</p> <p><b>Librarian</b> ***Ms. F.D. Rwechungura, Dip (Bagamoyo)</p> <p>Ms. N.A. Mndeme, Cert (Dar)</p> <p>Ms. J.T. Maro, Cert (Dar) Mr. J. Said, Cert (Dar)</p> <p><b>Forest plantation, Tree nursery &amp; sawmill In charge</b> Mr. S.M. Mwajombe, BSc (Morogoro)</p> <p><b>Senior Security Guard</b> Mr. S.A. Ngailo, Cert (Kiwira)</p> <p><b>Forest Security Guard</b> *** Mr. N.C. Stephano, Form IV (Arusha)</p> <p>*** Mr. M.M. Loilole, Form IV (Arusha)</p> <p>*** Mr. A.S. Mollel, Form IV (Arusha)</p> <p>*** Mr. P. Winifrid, Form IV (Arusha)</p> <p>*** Mr. M.L. Leparakwo, Form IV (Arusha)</p> <p><b>Tree nursery attendant</b> *** Mr. B. K. Massawe, Form IV (Arusha)</p>	<p><b>Principal Office Assistant</b> Ms. R.S. Mollel, Cert. (Dar)</p> <p><b>Office Attendant</b> ***Ms. E.G. Urrio, Form IV (Arusha)</p> <p>***Ms. D.E. Laizer, Form IV (Arusha)</p> <p><b>Housekeeper</b> *** Mr. E.S. Ndossi, Form IV (Arusha)</p> <p><b>Driver</b> Mr. H.S. Shukuru, Cert (Dar)</p> <p>*** Mr. G. Msakwa, Cert (Arusha)</p> <p>*** Mr. N. Msoka, Cert (Arusha)</p> <p>*** Mr. S. Abraham, Cert (Arusha)</p> <p>*** Mr. C. Mpulule, Cert (Arusha)</p> <p><b>Plant Operator</b> Mr. G.P. Mnguruta, Cert (Arusha)</p> <p><b>Registry</b> Ms. A.G. Paul, Cert, Dip (TPSC, Dar)</p>

Office of Principal	Office of Deputy Principal Academic, Research and Consultancy	Office of Deputy Principal Planning, Finance and Administration
		<p><b>FTI Dispensary Medical Officer in Charge &amp; Medical Officer</b> Dr. M.A. Muhana, Dip (Med. Train. Centre, Mbeya), MD (KCMC, Moshi)</p> <p><b>Clinical Officer</b> Mr. J.K. Lamshai, Dip (Med. Train. Centre, Moshi)</p> <p><b>Head of Estate Unit</b> Mr. E.M. Kidjout, BSc (Morogoro)</p> <p><b>Technician</b> Mr. A.S. Abdallah, Cert (Mbeya)</p> <p>Mr. A.M. Mgonja, Cert (Arusha)</p>

\* On Study Leave

\*\* On Leave of Absence/Secondment

\*\*\* On Contract

### PRINCIPAL ADDRESSES

Postal Address	Telephone	Email
Principal, Forestry Training Institute, Olmotonyi P.O.Box 943, ARUSHA	+255 272509637	<a href="mailto:fti@maliasili.go.tz">fti@maliasili.go.tz</a>

## PROGRAMMES WHICH ARE OFFERED FOR THE INSTITUTE CERTIFICATES AND DIPLOMAS AWARDS

The minimum number of students required for any particular undergraduate programme to run shall be five. Departments wishing to run programmes with less than five students shall first obtain special permission from the Deputy Principal Academic, Research and Consultancy. The set minimum number of students is subject to annual reviews by the Board.

Subject to paragraph one (1) above the certificate and diploma programmes offered by Forestry Training Institute, Olmotonyi in its various academic department are:

<b>Department of Forestry Science (DFS)</b>	<b>Department of Social Forestry and Environment Science (DFE)</b>	<b>Department of Natural Resource Assessment and Management (DNR)</b>
<ul style="list-style-type: none"> <li>• Basic Technician Certificate in Forestry</li> <li>• Technician Certificate in Forestry</li> <li>• Ordinary Diploma in Forestry</li> </ul>	<ul style="list-style-type: none"> <li>• Ordinary Diploma in Urban Forestry and Landscaping</li> </ul>	<ul style="list-style-type: none"> <li>• Ordinary Diploma in Geoinformatics and Natural Resource Management</li> </ul>

## ADMISSION REGULATIONS

All enquiries about admission should be addressed to: The Admission Officer

Admission Officer,  
Forestry Training Institute, Olmotonyi  
P. O. Box 943,  
**ARUSHA, TANZANIA.**  
Email: [fti@maliasili.go.tz](mailto:fti@maliasili.go.tz)

All applicants **MUST** submit their applications for admission online via [www.fti.ac.tz](http://www.fti.ac.tz). Only applicants who meet the NACTVET minimum entry qualifications should submit their applications. Applications which do not meet the minimum entry qualifications will not be processed and the admission fee if paid will be forfeited.

It is an offence to submit false information when applying for admission. Applicants who will be discovered to have submitted forged certificates or any other false information will not be considered and appropriate legal action will be taken against them. In good faith, registered students of the institute are cautioned not to attempt applying for admission. If such students submit their application, they will be liable to de-registration. Likewise, former students who have already graduated cannot be admitted.

All new students are required to report for the orientation programme that normally takes place during the week preceding the beginning of the new academic year.

Successful applicants will be registered only after they have paid the requisite Institute fees.

Fees paid will not be refunded.

All students, if accepted, are expected to conform entirely to Institute regulations.

The deadline for registration for all students will be two weeks, from the first day of the beginning of the first semester.

Except in exceptional circumstances, no student will be allowed to change courses later than the Friday of the fourth week after the beginning of the first semester. Transferring from one academic programme to another will be allowed only where the student has the required admission criteria for the academic programme for which transfer is being sought and a vacancy exists in that programme.

Students will be allowed to be away from the Institute studies for a maximum of two years if they are to be allowed for the re-admission into the same year of studies where they left off.

Students discontinued from studies because of examination irregularities will be considered for re-admission after they have been away for one year. They will be required to re-apply and compete with other applicants for re-admission into first year.

No change of names by students will be entertained during the course of study at the Institute and they will only be allowed to use names appearing on their certificates.

No student will be allowed to postpone studies after effective 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 and written approval from the sponsor. Special circumstances shall include: sickness, serious social problems (each case to be considered on its own merit) and severe sponsorship problem.

## 1. MINIMUM ENTRANCE REQUIREMENTS FOR DIRECT AND EQUIVALENT QUALIFICATION ENTRANTS

<p><b>i) Specific Requirements: Basic Technician Certificate in Forestry</b> Eligibility for admission into the Basic Technician Certificate programme will be as follows:</p> <p>a) <b>Direct Entrants:</b> Certificate of Secondary Education Examination (CSEE) with at least four (4) passes (D and above passes), including two credit passes in Biology or Geography or Chemistry or Physics or Agriculture. Mathematics and English are added advantages to applicant.</p>
<p><b>ii) Specific Requirements: Technician Certificate in Forestry</b> Eligibility for admission into the Technician Certificate in Forestry will be as follows:</p> <p>a) <b>Direct Entrants:</b> Basic Technician Certificate in Forestry or related Basic Technician Certificate from recognized Institutions by NACTVET.</p> <p>b) <b>Equivalent Qualifications</b></p> <p>(i) Advanced Certificate of Secondary Education Examination (ACSEE) with principal pass in Biology or Chemistry or Geography or Physics with at least four (4) passes (D and above passes), including two credit passes in Biology or Geography or Chemistry or Physics or Agriculture of Certificate of Secondary Education Examination (CSEE).</p>
<p><b>iii) Specific Requirements: Ordinary Diploma in Forestry</b> Eligibility for admission into the Ordinary Diploma in Forestry will be as follows:</p> <p>c) <b>Direct Entrants:</b> Technician Certificate in Forestry or related Technician Certificate from recognized Institutions by NACTVET with at least four (4) passes (D and above passes), including two credit passes in Biology or Geography or Chemistry or Physics or Agriculture of Certificate of Secondary Education Examination (CSEE).</p>
<p><b>iv) Specific Requirements: Ordinary Diploma in Urban Forestry and Landscaping</b> Eligibility for admission into the Ordinary Diploma in Urban Forestry and Landscaping will be as follows:</p> <p>a) <b>Direct Entrants:</b> Technician Certificate in Forestry or related Technician Certificate from recognized Institutions by NACTVET with at least four (4) passes (D and above passes), including two credit passes in Biology or Geography or Chemistry or Physics or Agriculture of Certificate of Secondary Education Examination (CSEE).</p>
<p><b>v) Specific Requirements: Ordinary Diploma in Geoinformatics for Natural Resources Management</b> Eligibility for admission into the Ordinary Diploma in Geoinformatics for Natural Resources Management will be as follows:</p> <p>a) <b>Direct Entrants:</b> Technician Certificate in Forestry or related Technician Certificate from recognized Institutions by NACTVET with at least four (4) passes (D and above passes), including two credit passes in Biology or Geography or Chemistry or Physics or Agriculture of Certificate of Secondary Education Examination (CSEE).</p>

## **2. ADMISSION OF SHORT-TERM STUDENTS TO SHORTCOURSES**

A short-term student is one, the duration of whose studentship at the Institute is less than three months and who is not registered for the certificate or diploma course of the Institute.

Applications will only be considered from those candidates who possess the secondary or college entrance qualifications or equivalent or higher qualifications for admission to the short course.

The application must be submitted through the applicant's Institute to reach the Admission Officer Director at least two months before the beginning of the course in which admission is being sought.

Short-term students are required to register as students of the Institute for a full course to any course of study as long as they meet the prerequisites. As registered students, all regulations governing long term course students will apply to them unless otherwise stated.

Non-Tanzanian students are expected to conform to all immigration formalities in force in their countries before they depart for Tanzania. They must also obtain a Resident Permit from the nearest Tanzanian Embassy or High Commission before they arrive.

Registration for short-term students, is at any time of year unless otherwise specified.

A short-term student may be discontinued on the following grounds: serious breach of Institute regulations, and/or irregular attendance in sessions.

Short-term students will pay fees as prescribed in the terms governing the respective courses. Non- Tanzanian students will pay the fees in convertible foreign currency.

## REGULATIONS ON STUDENTS

### General Regulations

<b>Admission</b>	4		<ul style="list-style-type: none"><li>(i) All applicants shall be required to pay a non-refundable application fee of TZS10,000.00 for local applicant and USD 10 for foreign applicant.</li><li>(ii) Any student admitted to pursue any course at the Institute shall pay half of the annual fees. No services shall be rendered to a student who has not paid half of the annual fees.</li><li>(iii) No student shall be allowed to proceed to the next semester without settling the preceding semester's fees.</li><li>(iv) No student shall be admitted to the institute if she/he has no required outfits.</li></ul>
<b>Registration</b>	5		<ul style="list-style-type: none"><li>(i) No student shall be allowed to register after two weeks of the reporting date unless there is a genuine reason for reporting late.</li><li>(ii) All students shall come with testimonials including original and copies of academic certificates, birth certificates, medical examination form and or residences permit for verification.</li><li>(iii) Registration in more than one learning institution is forbidden;</li></ul>
<b>Committee</b>	6	(i)	<p>There shall be established under the supervision of the Students' Organization, Students' Disciplinary Committee, which will be responsible for making, determining and enforcing the rules for Students living within and outside the Institute campus. The said rules shall not cover offences of a criminal nature or disciplinary offences, as contained in By-Law 4 herein below. The Students' Disciplinary Committee shall comprise of the following members:</p> <ul style="list-style-type: none"><li>-</li><li>a) The FTISO President who shall be the chairperson.</li><li>b) The FTISO Disciplinary Minister responsible students' discipline who shall be the Secretary.</li><li>c) One Student representing each hall of residence shall be a member.</li><li>d) Threes Student representing off-campus Students</li></ul>
		(ii)	<p>The Students' Disciplinary Committee shall make its own rules which shall be approved by the Student's Social Welfare Committee. The said rules shall form an appendix to these by-Laws.</p>

**Communication 7**

- (iii) There shall be established a Student's Social Welfare Committee. Any Student, who wishes to appeal against any decision of the Students' Disciplinary Committee, shall lodge an appeal in writing to the Student's Social Welfare Committee not more than seven days after the decision of the Students' Disciplinary Committee. The decision of the Student's Social Welfare Committee shall be the final.
- (iii) The Student's Social Welfare Committee shall comprise of the following members: -
  - a) Dean of Students shall be a chairperson.
  - b) Examination Officer shall be a secretary.
  - c) Head of Estate unit shall be a member.
  - d) Matron and Patron shall be a member.
  - e) Sports Master shall be a member.
  - f) The President of Student Government shall be a member.
  - g) The Speaker of Student Parliament shall be a member.
  - h) Minister of Disciplinary and Sports & Games shall be members.
- (i) The Principal is the spokesman of the Institute and no student shall deliver or communicate any institute's information on behalf of the Institute. Contrary to It will be a punishable offence.
- (ii) The Dean of Students is a chief adviser of discipline and welfare of all students. Students are advised to consult him/her when needed.
- (iii) No student is allowed to communicate with the Principal on official business except when confidentiality is required. If that communication is necessary the student must inform and obtain permission from the Dean of Students.
- (iv) The Institute's communication facilities like telephone and tele-fax may not be used for student's private affairs except by written permission.
- (v) Students shall have free access to internet services in the Library or Computer laboratories up to official closing times. However, such uses shall not interfere with official functions in the same venues. Likewise, the internet services should not be used to view or transmit pornography or any other unethical information.
- (vi) Students' private affairs shall be handled by the Dean of Students.

**General provision**

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- (vii) Academic matters shall be handled by respective Orderly Officers and or Students' Organization as the case may be before being forwarded to respective Head of departments. All correspondence shall be in writing.
- (i) The official working hours is from Monday to Fridays from 0730 to 1530 hours, except for public holiday.
- (ii) Teaching hours is from 0800 to 1800 hours, where deemed necessary time may exceed to these hours.
- (iii) Institute management or any Tutor in charge of a particular module may, after consulting respective, amend these teaching hours.
- (iv) Mode of teaching delivery may be amended in response to communicable diseases outbreaks like Covid-19 pandemic.
- (v) Dates and times of conducting continuous assessments shall be announced by the Examination officer or module Tutor and or indicated in the Institute timetable.
- (vi) Mobile phones should be switched off during lectures, meetings, and when students are in the library.
- (vii) A class representative shall be responsible for recording absentees and assure tutors sign in class register book at the end of teaching session.
- (viii) A Tutor shall be responsible for providing students with a module outline, information on the continuous assessments, examinations and collecting any student and class information that will provide a basis for evaluating students' performance.
- (ix) Every registered student shall attend all training sessions offered by the Tutor and according to the Institute curricula and timetables. Any student who lawfully or unlawfully misses any training session up to 20% shall not be assessed (both in continuous assessment and end of semester examinations) unless he/she attends the missed sessions.
- (x) The Institute shall, through the, grant leave of absence of one day from attending a training session to students with genuine medical or other reasons after consultation with the Institute's Medical In-charge or other authorized authority.
- (xi) Protective gears shall be used during all

- practical works.
- (xii) Permission of leave of absence for more than one day for attending training sessions to students with genuine academic or social reasons shall be granted by the Principal.
  - (xiii) Any student whose academic performance is considered unsatisfactory may be required by the Institute Academic Committee to withdraw from studies or to repeat any part of the module before admission to an examination. The FTI Board should be informed on the decision of the committee.
  - (xiv) A student who fails to report to the Institute on the prescribed date with or without approval of the Principal and misses more than 60 contact hours shall repeat the semester.
  - (xv) All expenses associated with attending the missed module contact hours or the postponement of the module or course caused by a student shall be upon the student.
  - (xvi) No student shall be allowed to proceed to the next level without satisfying the FTI examination requirements of the preceding Semester.
  - (xvii) Student expelled from the institute from disciplinary actions, shall be allowed to seek for new admission after two years.
  - (xviii) In campus Students with permissions to go out but not warranting them to sleep outside the Institute should report back not later than 1830 hours.
  - (xix) All personal valuables for in campus students can be stored in the student's rooms or on campus but, at the owner's risk.
  - (xx) Possession of any weapon within the campus, which are intended to jeopardize peace; or endanger people's health/lives is strictly prohibited.
  - (xxi) There shall be a Matron and Patron who shall be the main counsellor of female and male students respectively.
  - (xxii) Female students who conceive and or deliver during their course of study shall have to repeat missed modules when next offered and at their own cost.
  - (xxiii) The services of the Institute may not be used by students either in a private or official capacity, without prior authorization of the officer in charge of the department/unit as the

case may be.

(xxiv) Complaints concerning any member of staff of the Institute must first be directed to the, who on failure to settle the dispute shall forward the matter to higher organs.

(xxv) Transport may be provided for social or sporting functions in which the Institute is involved at the discretion of the Principal. It should be noted that transport to town or elsewhere when provided shall go to a pre-arranged spot only and departure would also start from that spot at the agreed time.

(xxvi) No transport services shall be provided for personal use.

(xxvii) When there is an emergency, e.g., fire outbreak or an emergency cases like tree planting or institute cleanliness all students shall be required to participate to address the emergency when required to do so.

(xxviii) The Fire alarm or siren will be used for communication during emergency and all students shall convene immediately when fire alarm has rung.

(xxix) Gathering should be at the fire assembly point.

(xxx) Any student requiring medical treatment must report to the Dean's office to be written in a sick book.

(xxxi) The sick student should be attended to by the Institute's doctor before going to other hospitals for more medication outside the institute.

(xxxii) Students are encouraged to register themselves in one of the institute's associations and clubs.

(xxxiii) All students living within the Institute are under the Principal through the, no one should report a student's life matters unless permitted by the Principal.

**Provisions relating to Residence**

9

- (i) Students may be offered accommodation in the Institute residence or any hostel or residence rented to the Institute. Where Institute accommodation is not available to all for residence in the campus, the priority shall be given to the following students:
  - a) Disabled Students;
  - b) Foreign Students;
  - c) Female Students;
- (ii) Off-campus students shall be responsible for their own accommodation and welfare except when on official Institute business.
- (iii) The rooms are furnished with beds, mattresses,

- tables and chairs, the occupants are not allowed to remove any furniture or any fittings in the rooms and are responsible for the proper care of all property and any damage or loss must be reported immediately to the Dean of students;
- (iv) Every Student before being granted accommodation or the right to occupy any room in the Institute residence or any other premises earmarked for Students' residential purposes, shall pay for such accommodation at full rate as the Institute may determine from time to time;
  - (v) The Institute authority shall have the right and power to determine the number of Students who may share any of the rooms in the Institute residence;
  - (vi) The occupants/Students shall be required to sign a Lease Agreement provided by the Institute authority;
  - (vii) Students shall be enjoined to take good care of the rooms they occupy. They shall themselves be responsible for the general cleanliness and tidiness of the rooms and corridors;
  - (viii) Cooking is not allowed in the Institute hostels;
  - (ix) No Student shall be allowed to engage a "house girl (boy (s))" in the institute hostel/residence.
  - (x) Students shall not interfere with or transfer, furniture or fittings of any kind from any part of the Institute building without prior written permission from the Institute authority;
  - (xi) Notwithstanding the generality of this paragraph, any Student wishing to install any additional furnishing in his/her room may do so, subject to prior knowledge and written permission from the Institute authority;
  - (xii) Electric devices such as, reading lamps, table fans, electric irons, electric razors, electric hair dryers, electric kettles, record players shall **NOT** be used in the Institute hostels;
  - (xiii) When electricity faults occur the destroyed items/appliances shall be at owners' risk;
  - (xiv) Electric lights must not be left switched on unnecessarily during the daytime or when occupants are not in the room;
  - (xv) Radios or TV sets, may be used, provided that they shall not be played at noise levels that are a nuisance and annoyance to other hostel occupants;
  - (xvi) For specific official student's functions, permission official to extend musical performance in specific places within the Institute premises may be granted by the Dean of Students;
  - (xvii) No Student shall be allowed to entertain visitors in his/her room;
  - (xviii) Students shall not be allowed to live with any

			<p>unauthorized person or persons in their rooms, including unauthorized Students, or other relatives;</p> <p>(xix) Students of different sex are not allowed to live in the same room within the institute hostel rooms;</p> <p>(xx) It is prohibited to have sexual affairs on Institute's campus.</p> <p>(xxi) Student(s) with families are required to look for off-campus accommodation on their own;</p> <p>(xxii) The time of closing the Institute gates is 2300 hours and they will open at 0600 hours.</p> <p>(xxiii) Time of closing the dormitory or hostel is 2300 hours and it will open at 0600 hours.</p> <p>(xxiv) At anytime and anywhere a student shall possess an identity card.</p> <p>(xxv) It is prohibited for any other than the authorised caterer to supply food within the Institute premises.</p> <p>(xxvi) All on campus students are not allowed to take in and eat food within the dormitory.</p> <p>(xxvii) Regulations for Institute hostel within the campus shall also apply to the Students living in off-campus hostel (if any) Offered by the Institute.</p>
<b>Provisions relating to residence during vacation</b>	10	(i)	All Students shall be required to vacate the residences at the end of each term/semester when the Institute closes for vacation.
		(ii)	Loss of Institute properties such as chairs, beds, and or mattresses by Students must be immediately reported to the Registrar. A lost key will be replaced on payment of the cost of a new key or a new lock at the current market price by the person responsible for its loss.
		(iii)	Keys/mattresses must be returned on leaving of the residence at the end of each semester. Failure to do so shall involve the paying of full residential charges from the beginning of vacation to the time the keys are returned, plus any other suitable punishment.
		(iv)	Every Student must ensure that he/she has signed in Departure book when the Institute properties are returned or taken from the Dean of students. Any day scholar who, without written authority from Principal, use accommodation facilities and or services of the Institute shall be assumed to have been taking the services since the academic year/semester began and shall be required to pay for the service charges. Failure to pay the charge, the student shall immediately be discontinued from the course.
<b>Permission to leave the campus</b>	11	(i)	No Student shall travel during term/semester time outside Arusha without permission;

<b>Provisions Relating to Cafeteria and Kitchen</b>	12	<ul style="list-style-type: none"> <li>(ii) The Dean of students may, for sufficient reasons, grant permission to travel outside Arusha; for a day.</li> <li>(iii) Permission to travel for less than a week and involving missing Lecturers, seminars, tests, assignments, examinations, and/or laboratory work may be obtained in writing from the Principal. Students utilizing the catering services available at the Institute Campuses, are required to observe cafeteria regulations. Failure to observe any of those regulations shall constitute a disciplinary offence</li> <li>(i) The kitchens shall be out of bounds to all students except for student leaders appointed to oversee Cafeteria matters.</li> <li>(ii) Food and soft drinks shall be available at the Institute cafeteria at the student's cost.</li> <li>(iii) Smoking is not allowed in the cafeteria, halls and/or any other public place.</li> <li>(iv) Any complaints about catering service shall be made through a suggestion box or to students' organization leaders and/or Dean of Students.</li> </ul>
<b>Postponement of studies</b>	13	<ul style="list-style-type: none"> <li>(i) A student wishing to postpone studies should submit written request supported by relevant documents to justify the request. may request for postponement of studies through a written application to the Principal.</li> <li>(ii) The reasons that may be considered in granting permission to such a request will include the following grounds: a) Illness that is supported by a medical certificate from any recognized medical institution. b) Sponsorship related problems c) Family matters d) pregnancy and Any other reasonable ground(s) which is supported by sufficient evidence provided that each case is considered on its own merit.</li> <li>(iii) Upon receiving recommendations from the respective head of department or dean of students, Principal may approve or disapprove the request for postponement of studies.</li> <li>(iv) If the request is granted, it shall be shown in the letter the time for which the student is supposed to resume studies.</li> <li>(v) Principal shall not grant permission for postponement of studies more than twice for two consecutive academic years for the same student.</li> <li>(vi) Any request for postponement of studies shall not be made for more than one academic year at once and extension of postponement shall not be permitted beyond four consecutive semesters unless under exceptional</li> </ul>

circumstances.

- (vii) For avoidance of doubt in these rules, no student shall be allowed to sit for any supplementary examination(s) during the academic year in which he has postponed studies.

### Disciplinary offences and penalties

If a Student is convicted of an offence in a duly-established court of law against the laws of this country or any other country, his continued membership of the Institute shall be reconsidered or reviewed by the Disciplinary Authority.

#### General Disciplinary Offences

1. (a) For the purpose of these By-Laws, general disciplinary offences shall include the following
  - (i) Conduct which does or is likely to cause damage, defacement or violence to any person or property within the Institute provided that such conduct is that of a Student towards another Student, member of the Institute community or any employee or employees of the Institute, even though the conduct in question occurred outside the Institute.
  - (ii) Using force or using violence against or assaulting a fellow Student, an officer or any member of the Institute community even though such violence occurs outside the Institute.
  - (iii) Maliciously damaging, defacing or destroying a wall, gate, fence, post, or any other item or property of the Institute, whether or not such property has been leased to any public or private company or

#### Penalties:

Upon breach of any of the disciplinary offences specified in these By-Laws, the Disciplinary Authority shall impose penalties, as hereunder provided; Shall be given an ordinary or a **stern warning** or reprimand

Shall be given an ordinary or a **stern warning** or reprimand

Shall be **finned** to the current prices and/or order compensation, as the case may be

	<p>person and for the avoidance of doubt damage to such property shall not constitute a disciplinary offence except where it is prejudicial to the peace and security of the Institute.</p>	
(iv)	<p>Act or conduct which is likely to obstruct or frustrate the holding of:</p> <p>a) Any lecture, class, laboratory work, research or other instructional activity authorized by the Institute.</p> <p>b) Any meeting, function or lawful activity authorized by the Institute.</p> <p>c) Making noise or shouting near the lecture rooms where lectures or.</p> <p>d) Examinations are taking place or are under preparations with intention to interrupt the sessions.</p>	<p>Shall be <b>suspended</b> if found guilty under</p>
(v)	<p>Unauthorized use of, or interference with, any technical, electrical or other service or installation of the Institute.</p>	<p>Shall be given an ordinary or a <b>stern warning</b> or reprimand</p>
(vi)	<p>Where a Student is charged with any offences under the law.</p>	<p>Shall be suspended from studies and when convicted by the court shall be <b>terminated</b> from studies.</p>
(vii)	<p>Unauthorized possession of key(s) to the Institute property.</p>	<p>Shall be given an ordinary or a <b>stern warning</b> or reprimand</p>
(viii)	<p>a) Refusal or failure to comply with a lawful order or directive given by any officer of the Institute acting on his/her behalf under an order from any competent organ or officer of the Institute.</p>	<p>Shall be given an ordinary or a <b>stern warning</b> or reprimand</p>

- |        |   |   |
|--------|---|---|
|        | b) Knowingly giving information known to be false or not believed to be true by the giver thereof, or any other person in that behalf.  |   |
| (ix)   | Use of slanderous, abusive, obscene or threatening language by any Student against any other Student or Students or against any officer or employee of the Institute in the course of performance of such officer's or employee's duties. | Shall be given an ordinary or a <b>stern warning</b> or if repeated shall be <b>suspended</b>               |
| (x)    | Forging a document or uttering a false document or perpetrating forgery with intent to cause loss to any person, Institute, or any other institution whether in cash or otherwise;  | Shall be <b>rusticated</b> for a maximum of one academic year   |
| (xi)   | Knowingly inviting or entertaining a Student in the Institute whose name appear on the Institute Notice Board as having been barred or otherwise known to have been barred from the Institute premises by an Institute Authority.         | Shall be given an ordinary or a <b>stern warning</b> or if repeated shall be <b>suspended</b>               |
| (xii)  | Refusal or failure to obey any Lawful order issued under the Institute regulations promulgated by a Competent organ of the Institute.   | Shall be given an ordinary or a <b>stern warning</b> or if repeated shall be <b>suspended</b>               |
| (xiii) | Failure or refusal to attend a meeting called or authorized by the Disciplinary Authority or any other competent organ of the Institute when summoned to do so by a proper written notice by such authority or organ as prescribed        | Shall be given an ordinary or a <b>stern warning</b> or if repeated shall be <b>suspended</b> for two weeks |

- under the provisions of the Institute.
- (xiv) Wilful obstruction of the work of proceedings conducted by the Disciplinary Authority or interfere with witnesses in disciplinary proceedings conducted under these By-Laws. Shall be given an ordinary or a **stern warning** or if repeated shall be **suspended** for two weeks
  - (xv) Refusal or failure to abide by the ruling, decision, penalty imposed by the Disciplinary Authority or any other competent organ of the Institute. Shall be **rusticated** for a maximum of one academic year
  - (xvi) Unauthorized holding of Institute Baraza. Shall be given an ordinary or a **stern warning** or if repeated shall be **suspended** for two weeks
  - (xvii) Inviting outsiders as guest speakers and/or social entertainers without the permission of the Institute Authority namely, the Principal. Shall be given an ordinary or a **stern warning** or if repeated shall be **suspended** for two weeks
  - (xviii) Forming or establishing political activities in the Institute or outside the Institute campus. Shall be given an ordinary or a **stern warning** or if repeated shall be **suspended** for two weeks
  - (xix) Forming and or establishing unauthorized Students' groups, which are likely to cause disunity and disorder at the Institute. Shall be given an ordinary or a **stern warning** or if repeated shall be **suspended** for two weeks
  - (xx) Obstructing fellow students to participate in all cases of emergency or un emergence. Shall be **expelled** for a maximum of one academic year
  - (xxi) Without derogating the right to freedom of expression, wilful writing of defamatory literature and or uttering insults or obscene language by any Student or group of Students against any other Student or groups of Students or any

	employee of the Institute, or against the Institute official or any civil leader.	
(xxii)	Discrimination or harassment to fellow student on any ground including sex, tribe, religion, nationality, ethnicity, marital status and disability.	Shall be given an ordinary or a <b>stern warning</b> or if repeated shall be <b>suspended</b> for two weeks
(xxiii)	Sexual harassment of whatever kind that may be committed by either sex and shall be deemed to include any repeated and unwanted verbal, physical or gestural sexual advance; or sexually explicitly derogatory statements or statements or sexually discriminatory remarks made by a Student of the Institute which are offensive or may be reasonably interpreted as offending to a fellow Student (victim) to feel threatened, humiliated, patronized or harassed or which interfere with the Student's smooth and peaceful pursuance of his/her studies or which undermine one general feeling of security or creates a threatening or intimidating study environment.	Shall be <b>expelled</b> for a maximum of one academic year
(xxiv)	Rape or indecent assault;	Shall be <b>expelled</b> for a maximum of one academic year
(xxv)	Mismanagement and/embezzlement of Student's organization funds and or any other recognized Student's association established under the auspices of the Student's organization in accordance with the	Shall be <b>finned</b> to the current prices and/or order compensation, as the case may be

	relevant provisions of the Students organization regulation of the time being in force.	
(xxvi)	Collecting or charging money from any Student or Student's groups without prior permission of the Institute Authority.	Shall be given an ordinary or a <b>stern warning</b> and <b>compensate</b> charging
(xxvii)	Arriving more than two weeks after the beginning of a semester without compelling reasons.	Shall not be <b>registered</b>
(xxviii)	Failure to pay outstanding debts, for an Institute property that a Student has lost or any debts reported to Administration.	Shall not be given an <b>examination number</b> or shall not be given a <b>permission to</b>
(xxix)	Failure to return Institute properties such as keys, mattresses, books and other equipment.	Shall not be given awards
(xxx)	Demonstrating without permission of the Principal or any other person authorized to act in that capacity.	Shall be given an ordinary or a <b>stern warning</b>
(xxxii)	Drug abuse; consumption of alcohol and or possession of alcohol and or found drunk within or outside the Institute.	Shall be given an ordinary or a <b>stern warning</b> or if repeated shall <b>suspended</b> for two weeks
(xxxiii)	Going on strike; instigating or propagating others to go on strike.	Shall be given an ordinary or a <b>stern warning</b> or if repeated shall be <b>suspended</b> for 28 days
(xxxiii)	Illegal entry into (a) another Student's room (b) unallocated room and occupying it. (c) any other form of trespassing.	Shall be given an ordinary or a <b>stern warning</b>
(xxxiv)	Improper dressing; reference is made to the Institute Dress Code and other regulations.	Shall be given an ordinary or a <b>stern warning</b> or if repeated shall be <b>suspended</b> for two weeks
(xxxv)	Theft committed within or outside the Institute.	Shall be <b>expelled</b> for a maximum of one academic year
(xxxvi)	Roaming naked in around Institute campus.	Shall be <b>expelled</b> for a maximum of one academic

(xxxvii)	Having sexual intercourse in Institute's campus.	year Shall be <b>expelled</b> for a maximum of one academic year
(xxxviii)	Photographing or posting any form of naked photographs in social media or any.	Shall be <b>expelled</b> for a maximum of one academic year
(xxxix)	Roaming or residing in or around staff's premises without permission.	Shall be given an ordinary or a <b>stern warning</b>
(xxxx)	Breaking any of the laws laid down by the Government of the United Republic of Tanzania.	Shall be <b>expelled</b> for a maximum of one academic year
(xxxxi)	All other acts which, in the opinion of the Disciplinary Authority constitutes a disciplinary offence.	Shall be given an ordinary or a <b>stern warning</b>

## GENERAL INSTITUTE EXAMINATION REGULATIONS

### **Registration for Examination**

There shall be no special registration of candidates for examinations. Registration and payment to the Institute of all required or prescribed fees by a candidate for a course of study shall be deemed as adequate registration for the requisite examinations in the particular course of study.

### **Eligibility for Examinations**

The Examination Officer and or the Head of Department may block any candidate from being admitted to any examination in any module or course where the Examination Officer and or the Head of Department is not satisfied that the candidate has completed satisfactorily by attendance, performance or otherwise the requirements of the subject of course. Satisfactory attendance shall mean attending a minimum of 75% of the prescribed contact hours for the course.

Candidates are required to complete coursework before they can be allowed to sit for the Semester Examination.

Where a candidate who has been barred in accordance with paragraph 3.1 or 3.2 enters the examination room and sits for the paper, his/her results in the paper shall be declared null and void.

### **General Notes and Instructions**

Internal Examiners (or their deputies) are required to attend in the examination room at the commencement of each period to assist the invigilators and to collect the scripts. Instructions, which the examiners (or their deputies) may wish to be given, should be announced by the invigilators.

### **The Use of Calculators in Examinations:**

Any calculator permitted to be taken into an examination must be hand-held, self-powered and noiseless. It must not make use of an audible alarm or facilities for 'wireless' transmission or reception of information.

For examinations with Institute approved (standard) calculators, the examination invigilator will ensure that only the specified calculator is used for the examination; otherwise the instructors are responsible for ensuring that only the calculators they have specified are brought into the examination room.

If a range of calculators is allowed in a test or examination, consideration be given to ensure fairness by setting a test or examination which takes into account the differing capabilities of the calculators.

## Eligibility, Postponement, abscondment and absence from examination

### 5 Eligibility and Conditions to be admitted to an examination room

- a) Students shall be admitted to an examination room on the condition that meets the following rules,
  - (i) He/she has completed and passed not less than 50% of continuous assessment for the module being examined.
  - (ii) He/she has attained 75% of time allocated for the module.
  - (iii) He/she has a valid identity card of the institute bearing an examination number.
  - (iv) He/she has paid all fees and any other institute contribution of respective semester.
  - (v) He/she has examination card.
- b) **Postponement of the examinations**

A student may in special circumstances approved by the Principal to postpone examination(s) on the condition that;

  - (i) He/she is sick and the state of illness is certified by a recognized government medical practitioner.
  - (ii) With the exception of emergency cases, written requests with supporting evidence for postponement of the examinations must be submitted to the, Principal via the Deputy Principal Academic Research and Consultancy before respective examination is due to start.
  - (iii) A postponed /special examination shall be done when the institute arranges such examination(s).
  - (iv) No student shall be allowed to postpone examinations more than twice.
  - (v) A Student with repeat module/semester shall be registered for the NTA level of study but if he/she fails repeat module/semester carried shall be discontinued from studies.
  - (vi) Permission for postponement of end of semester examination(s), including repeat module/semester, shall be granted by the Principal after consultation with the Deputy Principal Academic Research and Consultancy, Dean of Students and where applicable, the Resident Medical Officer. Postponement of course assessment tests shall be granted by the course instructor and reported in writing to the Deputy Principal Academic Research and Consultancy.
- c) **Abscondment and absence from examination**
  - (i) A candidate who fails to submit an assignment on time without compelling reasons may be penalized according to a penalty marking system pre-indicated in the course outline by instructor(s).
  - (ii) A candidate who absents oneself from any continuous assessment test or fails to submit assignment(s) given as part of the coursework without compelling reasons shall be considered to have attempted such examinations or assignment(s) and shall be awarded a zero mark.

- (iii) A candidate who absents oneself from an end of semester examination including supplementary examination(s) without compelling reasons shall be deemed to have absconded from examinations and shall be discontinued from studies.
- (iv) A candidate who fails to sit for a continuous assessment test(s) or submit (an) assignment(s) because of compelling reasons shall be required to complete the same before attempting the end of semester examination(s) of the respective course. Such a candidate shall be responsible for initiating a request for the continuous assessment test or assignment.
- (v) A candidate allowed to be absent from the end of semester examination (s) shall repeat the semester or module(s) and shall have to sit for the respective examination(s) during the subsequent examination session.
- (vi) Permission for postponement of end of semester examination(s), including retake Examinations, shall be granted by the Principal after consultation with the Head of Department, Dean of Students and where applicable, the Resident Medical Officer.
- (vii) Postponement of course assessment tests shall be granted by the course instructor and reported in writing to the Deputy Principal Academic Research and Consultancy/Examination officer.

## **Conduct and Administration of Continuous Assessment and Examinations**

### **6 Proper conduct and administration of Assessment**

- a) These guidelines shall be used to ensure proper conduct and administration of Assessment.
  - (i) The assessment shall be conducted by the institute Tutors and the results of such assessment shall contribute to the institute awards.
  - (ii) The established guidelines include the weights to be assigned to the various modes of assessment and the overall contribution of the assessment component to the final grade.
  - (iii) Student failing to submit a continuous assessment exercise, without offering any acceptable explanation to the relevant module tutor, shall receive a mark of 0% for that particular continuous assessment. A student who submits continuous assessment exercise late, without offering any explanation acceptable to the relevant module tutor, shall be penalized 5% for each full day or part of the day after the due date of submission. Any continuous assessment submitted after marks for the same exercise have been returned to other students shall receive a mark of 0%.
  - (iv) Students are not allowed to copy the work of their colleagues in any continuous assessment exercise. Any student, regardless of who copied from another, found guilty of such offence shall be penalized by the module tutor by awarding marks of 0%.

- b) The guidelines for marking, recording, and submission of scores shall include continuous assessment and semester examination scores.
    - (i) Continuous assessment shall include assignments, quizzes, tests and practical as prescribed in the assessment and shall carry 40% of the final marks.
    - (ii) Semester examination shall carry 60% for all modules.
    - (iii) The pass marks for NTA Level 4-5 is 50 and pass mark for NTA Level 6 is 45.
    - (iv) Minimum threshold pass mark for NTA level 4 - 5 is 20 out of 40 and minimum threshold for NTA level 6 is 15 out of 40.
  - c) Module tutor shall be involved in compiling student's Continuous assessment for modules he/she facilitates.
  - d) Students shall be informed about their performance in continuous assessment throughout the semester so that they can monitor their progress.
  - e) At the beginning of a module assessment, the nature of the work and how it is to be assessed shall be explained to the students through the Assessment Plan.
  - f) The deadline for submission of field reports must be noted and observed by the students before commencement of semester examination.
  - g) Penalties for late submission of not more than five consecutive days from deadline shall lead to deduction of 10% of total marks, and more than that, the report shall not be accepted
  - h) The assessment for each module shall be completed prior to its semester examination Continuous
  - i) Assessment for students shall be compiled by the respective tutors and final results shall be released and signed by the student before examination commences.
  - j) If a student shall not sign his/her continuous assessment of any module due to any reason shall be deemed that he/she has agreed to the existing score marks and such marks shall be recorded as final unless otherwise it will be proved beyond doubt by student giving in writing valid evidence to the Deputy Principal Academic Research and Consultancy or any relevant authority responsible for examination of him/her not signing the continuous assessment and such evidence shall be applied to adjust the continuous assessment marks accordingly.
  - k) If a student is not satisfied or does not agree with continuous assessment marks recommended, he/she shall be required in writing to forward his/her appeal to Head of Department offering that module within seven days from the matter arises.
  - l) It should be an obligation of a student to verify the accuracy of his/her continuous assessment results before the commencement of semester examinations.
  - m) All original copies of signed Continuous assessment results shall be handled over to the Examination Officer for safe Custody.
- 7 The progressive test shall consist of not more than two hours and the quiz shall consist of not more than 30 minutes.

- 8 Semester examinations shall consist of not less than two hours and not more than three hours.
- 9 Semester examination for modules with three to six credit hours shall be administered for two hours, module with seven credit hours to nine credit hours shall be administered for two hours and half while module with twelve to fifteen credit hours shall be administered for three hours.
- 10 **Fieldwork and Special Project Report**
- a) There shall be fieldwork for all students in which students will perform various activities in different organization where they will be attached for a period as specified in the respective curricula.
- (i) Full time tutors of the institute shall visit students during their field work for assessing their performance. The final assessment of the field work shall be provided by the assigned supervisor's, report attached with a student's log book, tutor's report and the report written by the student as a product of the field work.
- (ii) Fieldwork reports shall be submitted to the Head of Department at the date that shall be set by the institute. The report shall be marked the same way as other semester examinations.
- (iii) A student failing in fieldwork assessment shall be allowed to resubmit the report only once during the supplementary examination session and graded as supplementary Examination grades regulations.
- b) The Students shall undertake field attachment or special project as part of their assessment.
- (i) The Institute shall not accept a special project report or any other report after the deadline set by the Institute. That student shall be required to submit his/her special project report during supplementary examinations and will be awarded 50% as other modules.
- (ii) Students whose Special Project are same in contents regardless of the study area shall be considered as examination cheating.
- (iii) Each student shall be allocated a supervisor who will guide him/her throughout the special project process.
- (iv) The supervisors shall assess and mark the report on the basis of Special project marking guidelines issued by the institute and submit the marked report to the Head of Department two weeks after the submission of the reports by a student.
- (v) A Student whose report is timely submitted but failed shall be allowed to resubmit his/her reports during supplementary.
- (vi) A student, whose data were wrongly collected, shall not be allowed to proceed with special project report writing and shall be required to go back to the field for data recollection.
- (vii) Candidates who fail to submit or resubmit their project reports or field reports within the stipulated time or who fail in resubmitted project reports shall be considered to have failed the course and shall be discontinued from studies.
- (viii) A student fails or misses field attachment shall be not

- be allowed to sit for the final examination.
- 11 Dates for the end of semester and supplementary examinations shall be indicated in the Institute Almanac.
- 12 While the Principal is the Chief Examination Officer, the overall co-ordination of examinations shall be performed by the Examination Officer assisted by Head of Departments.
- 13 Each candidate shall be required to adhere to institute general guidelines and examinations regulations as prescribed hereinafter.
- a) A candidate shall be required to be around the examination room 30 minutes before commencement of the examination,
  - b) A candidate shall not be allowed to enter in examination room after the commencement of the examination, or leave the examination room 30 minutes before the end of the examination.
  - c) A candidate shall not be permitted in an examination room to take or eat food or drink in the examination room or to have any items on their desk, other than items which have been expressly approved for use during the examination.
  - d) Each candidate shall sit at the desk or chair as it may be indicated by the Invigilator or indicated on the notice at the Examination Room entrance.
  - e) Candidates must not turn over the examination paper on the desk until requested to do so by the Invigilator.
  - f) A candidate shall show his/her an identity card or any examination identity produced by the Institute when entering in the examination.
  - g) The Invigilators are required to inspect any student entering or in the examination room for any unauthorized materials.
  - h) Candidate shall place their current student identity card visible on their desks for the purpose of checking, without undue disturbance, after the start of the examination and they will be asked to produce them.
  - i) Candidates shall sign examinations attendance register for each module examined before leaving examination room. Candidates who will not sign examination attendance register shall be considered as not attended that examination.
  - j) The Invigilator will advise all candidates how to complete the cover sheet of the answer book and indicate proper use the answer book. Candidates are requested to read the instructions at the head of the question paper or booklet before starting work.
  - k) A candidate shall ensure that he/she has an adequate supply of mathematical set, pens, scientific calculator, etc., required for an examination and shall use blue/black ink pen to write test or semester examinations.
  - l) A candidate shall not be allowed to bring or borrow examination kits or plain paper from his/her neighbour.
  - m) A candidate wishing to leave the Examination room temporarily may be accompanied by an Invigilator after closing his/her booklet. In any event, no person may enter or leave the Examination room without the Invigilator's permission.
  - n) A candidate shall rise up hand to seek for help from invigilator.

- o) At the end of the examination, each candidate shall remain seated in his/her desk or examination room until an invigilator has checked and collected his/her answers booklet(s) and student shall sign in the examination attendance sheet after handing over answer booklet(s) to the invigilator.
- p) It shall be the responsibility of each candidate to ensure that orderliness and tranquillity are maintained in an examination room and that he/she shall not take part in any conversation or behaviour that could distract the attention of any other.
- q) Each candidate shall be required to write his/her examination number on the space provided on the cover of answer book or as it shall be instructed by examination paper or invigilator and that candidate shall not write their names or anything which distinguishes a student on answer booklet.
- r) Candidate shall be informed the time remaining to complete the examination regularly by invigilators and will also declare end of examination where all candidate will stop writing examination and stand up for handling answer booklets otherwise candidate will be subjected to violation of examinations regulations and held responsible accordingly.
- s) Candidate shall not be allowed to write rough work in the question paper instead all rough work shall be done at the back pages of the answer's booklet and crossed thereafter.
- t) As a precaution against dishonesty, a student wishing to attend a call of nature when an examination is in progress may do so but shall be escorted to a selected toilet.
- u) The student shall be stayed in the toilet not more than five minutes.
- v) All examination booklets shall be given a unique serial number for security purposes. The chief invigilator shall tally all booklets against the serial numbers before and after the examination. Any unused booklet(s) shall have its serial number noted and tallied before returning to the Examination officer for custody.
- w) There shall be no exchange of materials of any kind including question paper, answer book, calculator, ruler, statistical table, pencil and pen between candidates during examinations. If necessary, the exchange shall be done under supervision of the invigilator who shall check the material before they are exchanged.
- x) An examination is confidential but, where there is a leakage the examination shall be nullified and all costs associated with students repeating a leaked examination shall be upon the student.
- y) Furthermore, in the event of examination leakage, the Institute shall investigate the cause of the incident. The Chief Examination Officer shall form an independent inquiry composed of non-Institute staff and more specifically the team shall be made of academicians.

## **Cheating, Irregularities, Nullification, and Disqualification of Results**

- 14 Nullification of Examination results shall be as follows:  
The Advisory Board shall nullify all examination results and discontinued from studies to any Student if it is determined that unfair means like cheating and other irregularities, have been used in the examination; or Ineligible Student sat for the examination.
- 1) The primary responsibility of the Institute is to provide an environment that is conducive for conducting examinations. All parties involved in the examination process shall be obliged to maintain academic integrity and ethical conduct so as to ensure smooth conduct of the examinations and any violation of these regulations or plagiarism, cheating and other examination irregularities will be subject to disciplinary action.
  - 2) Any detected examination irregularity shall be immediately reported in writing by the examiner/invigilator or marker to the Deputy Principal Academic, Research and Consultancy who shall determine the forms of cheating and recommend appropriate course of action as per Institute established rules and regulations.
  - 3) The Institute shall establish forms of cheating and examination irregularities, methods of identification of cheating cases and or establish control of cheating cases as prescribed hereinafter such as examples listed below but not limited to:
    - a) Cheating may include entering an examination room with unauthorized materials, copying the work of another student or staff during the examinations, copying notes, sheets or other materials during the examination, collaborating with another student or staff during the examination, entering or using one's identify card(s) to perform or seat for examination on behalf of the another student who is the bearer of the said identity card.
    - b) Cheating shall also include eye shifting and peeping at another student's examinations booklet. Seeing, buying, stealing or in any other way obtaining examination questions prior to the sitting for the examination.
    - c) Examination irregularity includes, but is not limited to: -
      - (i) Having access to examination questions prior to sitting for the examination;
      - (ii) Possession of unauthorized material in the examination room such as mobile phones, pieces of written materials of any form;
      - (iii) Beginning the examination before being authorized;
      - (iv) Continuing the examination after being told to stop;
      - (v) Communicating with other candidates or unauthorised staff, either verbally or through other means during writing examinations;
      - (vi) Permitting another student or staff to copy from, or use one's scripts or papers;
      - (vii) Removing examination answer booklets/sheets from the examination room;
      - (viii) Detaching sheets from an answer booklet or sheets and writing on the questions' paper to facilitate copying by

- other candidates or other purpose;
  - (ix) Distortion and or violation of officially arranged sitting plan in an examination room;
  - (x) Failing to comply with any examination rules, instructions, regulations or directives given by an invigilator;
  - (xi) Failure by any student, to sign on the invigilator's report of facts in any irregularity discovered;
  - (xii) Destroying any evidence related to any suspected irregularity; or,
  - (xiii) Any other forms of colluding to cheat in examinations thereof.
- 15 The procedure to be followed when dealing with cheating and other examination irregularities shall depend on when the cheating or other examination irregularity is identified depending on the nature of the cheating or examination irregularity and the cheating in examinations.
- 16 The examination irregularities may be identified before starting the writing of the examination or during the writing of the examination paper or during marking of student examination scripts or booklets.
- 17 Cheating before examination shall identify types of cheating or establish cheating cases or leakage occurring mostly during development of the examinations or identify contents or any part of it disclosed prior to writing the examination (8).
- 18 Cheating during the examinations may include but not limited to impersonation, external assistance, entering with unauthorized materials, copying, and access to foreign materials.
- 19 Detection of cheating during and after the examination shall involve but not limited to consistent type of signalling, gesturing and even whispering among candidates or series and coherent answers written by nearby students or records of security cameras or markers shall look for Similar but consistent mistakes and peculiarities done by many candidates or well written answers with very few errors.
- 20 The Cheating cases or examination irregularities shall be controlled during examination by each examination room to have a minimum of two examination invigilators.
- 21 There shall be procedure for handling cheating or examination irregularities if a student or staff is suspected of examination irregularity as prescribed hereinafter;
  - a) The invigilator shall approach the Student or staff immediately after suspicion/discovery of cheating.
  - b) All unauthorized materials shall be retained as evidence.
  - c) The student or staff shall be required to sign on the invigilator's form or written report of the issue on the material time and place, in front of the invigilator or any other witness. Other nearby candidates or staff may also be required by the invigilator to sign as witnesses. The invigilator's report shall be witnessed in writing by at least one invigilator as a witness.
  - d) Failure or refusal to sign on the invigilator's report shall mean accepting or causing commotion in the examination room, which is corresponding to violation of examination regulations

and this shall lead to discontinuation from studies of the concerned student(s) or recommend disciplinary actions to the employer of the concerned staff.

- e) The invigilator shall report the matter explained in clause herein above to the Examination officer.
- f) The Examination officer liaise with Deputy Principal Academic, Research and Consultancy shall report the case of examination irregularity before the Academic Committee and Board of Examination which shall deliberate on the case as presented to them for recommendation to the Advisory board.
- g) All notices regarding cheating cases shall be in writing and dully to a student or staff as shall be prescribed by Examination office.
- h) The Student or Staff, who refuses to collect his/her written notice from Examination office after being required to do so, shall have violated these examinations regulations.
- i) The Student who continues with studies while his/her case is still pending for decision either by relevant authority is doing so on his/her own will, and the fact shall not operate in favour his/her discontinuation.
- j) The Examination Board shall have power to call any invigilator or student or staff deemed necessary to assist the board reach its decision fairly.
- k) A Student who fails to appear before Examination board twice without prior notification, his/her results shall be nullified.
- l) A Student who is discovered by the institute to cheat after he/she has completed his studies shall be notified and convened to appear before relevant organs for handling cheating case so that his/her case may be handled in accordance with these regulations.
- m) A Student aggrieved with the decision of Examination Board pertaining to cheating case may appeal to the Advisory Board.
- n) The appeal stated hereinabove sub clause shall be lodged within seven (7) days from the date the Student is served with recommendation or decision of the advisory board.
- o) The Advisory Board may determine the appeal hereinabove stated whereas the Student shall be notified of the determination of his/her appeal in writing and the decision of the advisory board regarding the appeal stated herein above clause (s) shall be final and conclusive.

### **Supplementary, Repeat, Incomplete, and Discontinuation**

#### **22 Supplementary**

- (i) Any students who had unsatisfactory results of examination he/she required to sit for supplementary examination.
- (ii) Any student who shall write supplementary examination shall be obliged to pay examination fee of TZS 25,000 per module. Other costs such as living, accommodation, transport or related cost shall be met by students. The Institute shall have the power to determine and change

prescribed Examination fees without prior notice to the students or other bodies as deemed it.

- (iii) A student failing in any module(s) shall be required to sit for a supplementary examination in the failed module(s) provided that the student is not disqualified from taking the supplementary examination under these regulations.
- (iv) A student failing to pass a module after a supplementary examination shall repeat a module when next offered.
- (v) Regardless of the marks attained in the supplementary examination, the maximum final module mark that a supplementing student shall be awarded is 50%.
- (vi) A student failing in examinations with a GPA of 2.0 or above at the end of the semester shall be required to repeat the semester.

### 23 **Repeat**

- (i) A Student shall not be allowed to proceed to the next level unless he/she has cleared all the modules in the preceding level.
- (ii) Any student who shall write repeat the module shall be obliged to pay examination fee of TZS 25,000 per module. Other costs such as living, accommodation, transport or related cost shall be met by students. The Institute shall have the power to determine and change prescribed Examination fees without prior notice to the students or other bodies as deemed it.
- (iii) A student who fails in one or more modules in supplementary examination may be allowed to repeat the module(s) into the next semester of the same level of qualification.
- (iv) A student shall repeat the module or semester within one academic year.
- (v) All passes in carried forward module(s) shall be graded as per grade scored by student using regular grading system.
- (vi) A student who applied for and accepted to postpone studies with valid reasons shall be required to clear or pass their repeated module(s) within one year.

### 24 **Incomplete**

- (i) A student who has not done continuous assessment/course work (scored less than 30% out of 60%), or not done semester examination, shall has incomplete status.
- (ii) A student who has an incomplete in any module shall not be required to continue in the next level of qualification for example from semester I to semester II or NTA level 5 to NTA level 6.
- (iii) A student who has an incomplete module (s) shall be required to pass the examination within one year otherwise shall be discontinued from studies.
- (iv) A student who has an incomplete continuous assessment shall be required to register and attend classes on module(s)

he/she has an incomplete whereby he/she shall be required to write test/assignment and semester examinations of a particular module(s).

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### **Discontinuation**

A student shall be discontinued from studies at the Institute if one of the followings occurs:

- (i) A student has been found guilty of any examination irregularities in accordance with these rules and student's by law.
- (ii) A student fails in the modules repeated within one academic year.
- (iii) A student fails in research report within two academic year.
- (iv) If a student fails to sit for the examination during the scheduled examination session without prior written approval of the Principal, the student shall be considered to have failed the examination and shall be considered abscond and liable for discontinuation from studies.

### **Examination Appeals**

26

- 1) Any student has the right to appeal if she/he is not satisfied with examination results and shall be obliged to adhere to the following guidelines
  - a) All examination appeals shall be handled by the Advisory Board.
  - b) Students appealing for semester examination or supplementary examination shall pay non-refundable examination appeal fee of TZS 100,000.00.
  - c) All appeals shall be accompanied by copy of original institute receipts payment of prescribed examination appeal fee and student will attach his/her copy of receipt.
  - d) All examination appeals shall be lodged to Advisory Board through the office of the Principal accompanied by all relevant and substantive evidence documented using the appropriate appeal forms maintained by the Deputy Principal Academic, Research and Consultancy.
- 2) The Examination appeal procedure shall be as follows. As soon as examination results are released, any student who will not be satisfied by results may appeal against the decision and recommendation of the Advisory Board.
  - a) At the opening of the examination appeal proceedings the appeal shall be read by Committee members to scrutinize the evidences and necessary attachment for further proceedings.
  - b) The Principal shall appoint a suitable expert(s) in the relevant module(s) to be a third marker (s) in the case of any appeal dully submitted within fourteen (14) days from the date of release of results.
  - c) The third marker shall re-mark the relevant script(s) using the same marking scheme used by the Internal and External Examiners.
  - d) The third marker shall briefly comment and write report on the

- e) marking exercise and submit to the Advisory board.
- e) Where a technical error is detected by the third marker shall provide a justified suggested remedy and award or remove any marks accordingly and third marker shall be supreme.
- f) Where a technical error detected by third marker has affected marks or scores of other students of the same module, the third marker shall adjust all other affected scripts or student marks accordingly.
- g) The Principal shall inform the appellant in writing of the decision of the advisory board.

### Examination offences and Penalties

<b>Offence</b>	<b>Penalty</b>
i. Cheating before the examination, which mostly involves leakage. Examination is said to have leaked if its contents or any part of it is disclosed prior to taking the examination.	i. Nullification of the candidate's examination results at the level of study, or ii. Discontinuation from studies for a period of two (2) Semesters
iii. Cheating during marking. Marker malpractice is deliberate alteration of mark designed to inflate or deflate a candidate's original mark. This can be initiated by examination officials, by students making contact with markers, or markers making contact with students	i. Nullification of the candidate's examination results at the level of study or ii. Discontinuation from studies for a period of two (2) Semesters
iii. Possession or access of unauthorized papers, mobile phone, books or notes that could be of assistance to a candidate.	Nullification of a candidate all examination results and discontinued from studies
iv. Talking to another candidate or any person inside or outside the exams room during the examination session, without the permission of invigilators	Cancellation of respective module examination results and repeat the module
v. Receiving or attempting to receive or give help to another candidate	Cancellation of respective module examination results and repeat the module
vi. Copying or indulging in copying from any paper or notes or allowing any other candidate to copy any matter from his answer book or render in any manner any assistance to another candidate in solving a question or part of question set in the question paper	Nullification of candidates All examination results And discontinued from studies.
vii. Swallowing or attempting to swallow a note or paper or running away with it or cause disappearance or	Nullification of candidates all examination results and discontinued from studies

	<b>Offence</b>	<b>Penalty</b>
viii.	destroy any such Consulting books, note books or papers or any other matter found with him/her while outside the exam room but during the examination hours before he/she handed over his answer book to the invigilator or any other member of supervisory staff	Nullification of candidates all examination results and discontinued from studies
ix.	Writing on any other piece of paper a question set in the paper or anything connected with or relating to question set in the paper or solution thereof	Cancellation of respective module examination results
x.	Misconduct or misbehaving towards the invigilator or any member of academic staff	Cancellation of respective module examination results and will be subjected to country laws
xi.	Forging or using another person's signature or student identity card or examination number or using a forged document knowing it to be forged and with view to seeking admission	Nullification of candidates all examinations results
xii.	Smuggling in an answer book or continuation sheet or taking out part or arranging to send out answer book or continuation sheet during or after the examination with or without the help or collusion of any person connected with the examination centre or any agency within or outside examination	Nullification of candidates All examinations result.
xiii.	Impersonating a Student or any member of Institute community before, during or after examination sessions	Nullification of candidates examinations results and discontinued from studies.
xiv.	Deliberately absences him/herself from an examination/assessment without justifiable reasons.	Repeat respective module (s) or semester.
xv.	Intentionally write on a question paper, chair, table, or any other material or place apart from the answer book provided during the examination.	Repeat respective module (s) or semester.
xvi.	Found with the Institute examination booklet(s), be used or unused without written permission from the Chief examination officer.	Nullification of candidates All examination results And discontinued from studies.
xvii.	Any staff who shall assist a candidate to possess or access of	Stern warning Recommend to the employer for further

	<b>Offence</b>	<b>Penalty</b>
	unauthorized papers, mobile phone, books or notes in examination room	disciplinary actions
xviii.	Any staff who shall talk a candidate or any person inside or outside the exams room during the examination session, without the permission of invigilators.	Stern warning Recommend to the employer for further disciplinary actions
xix.	Any staff who shall copy or indulge in copying from any paper or notes or allowing any candidate to copy any matter from his answer book or render in any manner any assistance to another candidate in solving a question or part of question set in the question paper.	Stern warning Recommend to the employer for further disciplinary actions
xx.	Any staff forge or using another person's signature or student identity card or examination number or using a forged document knowing it to be forged and with view to seeking admission.	Stern warning Recommend to the employer for further disciplinary actions
xxi.	Any staff smuggle in an answer book or continuation sheet or taking out part or arranging to send out answer book or continuation sheet during or after the examination with or without the help or collusion of any person connected with the examination center or any agency within or outside examination.	Stern warning Recommend to the employer for further disciplinary actions
xxii.	Any staff found with the Institute examination questions prior to the examination date or found with booklet(s), be used or unused without written permission from the Chief examination officer.	Stern warning Recommend to the employer for further disciplinary actions

### **Grading and Awards**

<b>Grading:</b>	1	<p>The final grade of the student is based on the average points scored for all modules. Grading system for each course is as indicated below:</p> <p><b>Grading system for Certificate and Diploma Courses:</b></p> <p>a) Grading is based on a modular credit system. Credits available for each course module are as listed in the relevant course curriculum. One (1) credit hour represents 10 notional (classroom contact hours + field study hours) hours.</p>
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- b) The grade awarded for any given course module is based on the final module (total of continuous assessments and final examination marks) mark, expressed as a percentage and calculated to one decimal place.
- c) For the purpose of classification of diploma and Certificates, a 5 - point and 4 - point system shall be used respectively, and for the purpose of rewarding best performers, the procedure for calculating Module Grade Point (MGP) shall be based on the following formulae shown in Table1 and 2.

**Table 1:** Formulae for Calculating Module Grade Point NTA - level 4 - 5

Final Raw Marks	Equation	Points
80 - 100	$Y = 0.025X + 1.5$	3.5 - 4.0
65 - 79	$Y = 0.028X + 1.2$	3.0 - 3.4
50 - 64	$Y = 0.066X - 1.3$	2.0 - 2.9
40 - 49	$Y = 0.1X - 3.0$	1.0 - 1.9

**Table 2:** Formulae for Calculating Module Grade Point NTA-level 6

Final Raw Marks	Equation	Points
75 - 100	$Y = 0.024X + 2.6$	4.4 - 5.0
65 - 74	$Y = 0.089 X - 2.285$	3.5 - 4.3
55 - 64	$Y = 0.078X - 1.58$	2.7 - 3.4
45 - 54	$Y = 0.067X - 1.0$	2.0 - 2.6
35 - 44	$Y = 0.1X - 2.5$	1.0 - 1.9

Where: Y = Grade Point

X = Raw Total Marks for a module

- A student who scores a MGP of <2.0 shall be counted to have failed in that module; Grade Point Average (GPA) shall be calculated on the basis of weight (Credit hours) of the modules assessed.
- The following formula shall be used to calculate GPA.

$$GPA = \frac{\sum (MGP \times CH)}{\sum CH}$$

Where GPA = Grade Point Average for all assessed modules

MGP = Module Grade Point

CH = Credit Hours for each module

- The grades obtained from **Table 1** shall be graded as in **Table 2**. The Grades in Table 2 are the ones to be printed in the Certificates.

**Table 3:** Grading System for Forestry Training Institute, Olmotonyi for NTA Level 4 – 5

GPA	Class	Class Description
3.5 – 4.0	I	First Class
3.0 - 3.4	II	Second Class Division
2.0 – 2.9		Pass

**Table 4:** Grading System for Forestry Training Institute, Olmotonyi for NTA Level 6

GPA	Class	Class Description
4.4 – 5.0	I	First Class
3.5 - 4.3	II <sup>I</sup>	Second Class Upper Division
2.7 – 3.4	II <sup>II</sup>	Second Class Lower Division
2.0 – 2.6		Pass

**Award**

2

A graduating student shall only be awarded a certificate and an academic transcript after passing and meeting all examination requirements for the course.

A duplicate of any of these documents shall be issued after producing a loss report from the police and paying a duplicate fee of TZS. 30,000.00 per copy.

If a student wants another certificate to be produced because the former certificate has damaged. A student shall present the original certificate to the Institute, all writings should be visible in that damaged certificate.

Unless supported by certified legal documents, all academic documents issued by the Institute shall only bear particulars of the academic credentials used to admit him/her. Correction or alteration of any information on academic transcripts, certificates or any other award shall be charged TZS. 30,000/= or its equivalent.

The Institute shall withhold a certificate and academic transcript of any student who fails to pay any outstanding fees or any other debt a student may have with the Institute.

Authentication of any academic transcript and certificate shall be charged TZS. 5,000/= per copy or its equivalent per academic transcript or certificate.

Provisional results may be issued based on a student's request; a fee of TZS. 5,000/= per copy shall be charged.

## BURSARIES AND FEES

At the beginning of the academic year, all students will be required to produce evidence of sponsorship by the Government or any other organizations, otherwise they will be expected to pay full tuition and Institute fees (or the portion not covered by the sponsor) by the beginning of the semester before they can be permitted to use the Institute facilities. All local payments for fees should be paid by using control numbers obtained through the Students' Academic Registration Information System (SARIS) accounts. Payment using the control numbers can be made at the nearest bank or mobile money. All payments must be receipted.

In addition, students are required to have sufficient funds to cater for special Institute requirements. Such requirements may be in the form of practical and special events wears such as combat, leather boots and gloves as well as funds for practical training or teaching practice depending on the programme. Applicants are urged to consult the latest Institute prospectus for specific requirements for more details, including indicative cost implication. Students also need to have separate funds to cater for stationery, books, meals and accommodation.

### **Tuition Fees for Tanzanians and International Students**

Candidates selected to pursue various programs offered by the Forestry Training Institute, Olmotonyi are required to pay training fees in two instalments, at least 50% of the total annual fees at the beginning of the first semester and 50% of the total annual fees at the beginning of the second semester. The fees once paid are NOT REFUNDABLE or RELOCATED; the Institute reserves the right to revise fees as may be appropriate. The training fees for the various programs for Tanzanian and Non-Tanzanian students are indicated in Table 5.

**Table 5: Training fees (Payable to the Institute)**

SN	Program	Level	Tuition fees for Tanzanian (TZS)	Tuition fees for Non-Tanzanian (USD)
1.	Forestry	NTA 4	990,000.00	414.57
		NTA 5	1,035,000.00	433.42
		NTA 6	1,360,000.00	569.51
2.	Urban Forestry and Landscaping	NTA 6	1,420,000.00	594.64
3.	Geo-informatics for Natural Resources Management	NTA 6	1,560,000.00	653.27

Sponsor MUST consider the following recommended costs for the student when making sponsorship arrangement (Table 6).

**Table 6: Recommended direct student's costs (Payable to student)**

<b>SN</b>	<b>Item</b>	<b>Level</b>	<b>Cost (TZS) per day</b>	<b>Cost (TZS) per year</b>	<b>Number of days per year</b>
1.	Books and stationery	All levels		150,000.00	200.00
2.	Meals	All levels	10,000.00		200.00
3.	Accommodation for male hostel	All levels		270,000.00	200.00
4.	Accommodation for female hostel	All levels	1	320,000.00	200.00
5.	Medical capitation	All levels		50,400.00	200.00
6.	Field attachment	Levels 5&6	20,000.00		30.00
7.	Special project	Level 6		150,000.00	14.00
8.	Laptop	Level 6			
9.	Practical Outfits (Combat)	All levels		100,000.00	
10.	Special event (T-shirt)	All levels		30,000.00	
11.	Sweater	All levels		30,000.00	

## PROFILES OF ACADEMIC DEPARTMENTS

### 1. DEPARTMENT OF FORESTRY SCIENCE

This Department offers a three programme types leading to certificate and diploma in Forestry. In order to keep abreast with global technological changes, the current system ensures that learners possess the necessary required competences applicable in relevant working places. Apart from training activities in the Department, the experienced staff also offer consultancy in forestry whenever needed. Their experience and services have been of great benefits to the community. Module Offered by Forestry Science Department:

#### NTA Level 4: Basic Technician Certificate in Forestry

Code	Course Title	Credits	Semester	Status
FOT04101	Basic Mathematics	9	1	Fundamental
FOT04102	English and Communication skills	9	1	Fundamental
FOT04103	Introduction to Computer Application	9	1	Fundamental
FOT04105	Introduction to Plant Physiology	9	1	Core
FOT04108	Forest fire and illegal activities control	6	1	Core
FOT04110	Introduction to Soil Science	6	1	Core
FOT04204	Introduction to Meteorology	6	2	Fundamental
FOT04211	Development Studies	6	2	Fundamental
FOT04206	Tree Nursery Techniques	9	2	Core
FOT04207	Tree Planting and Tending	9	2	Core
FOT04209	Forest Mensuration	9	2	Core

#### NTA Level 5: Technician Certificate in Forestry

Code	Course Title	Credits	Semester	Status
FOT 05106	Introduction to soil science and Management	6	1	Fundamental
FOT 05107	Introduction to Soil Management	6	1	Fundamental
FOT 05118	Communication Skills	6	1	Fundamental
FOT 05119	Introduction to Computer Application	6	1	Fundamental
FOT 05120	Development studies	6	1	Fundamental
FOT 05101	Tree Nursery Techniques	9	1	Core
FOT 05102	Tree Seed technology	6	1	Core
FOT 05108	Botany	12	1	Core
FOT 05115	Forest Policy, Programme and Legislation	6	1	Core
FOT 05213	Ecotourism	6	2	Fundamental
FOT 05214	Entrepreneurship and Marketing	6	2	Fundamental
FOT 05216	Extension	6	2	Fundamental
FOT 05217	Environmental Conservation	6	2	Fundamental
FOT 05203	Forest Planting and Tending	9	2	Core
FOT 05204	Forest Pests and Diseases	6	2	Core
FOT 05205	Forest Protection	6	2	Core
FOT 05209	Forest Inventory	9	2	Core

Code	Course Title	Credits	Semester	Status
FOT 05210	Forest Resource Assessment	9	2	Core
FOT 05211	Forest Harvesting	6	2	Core
FOT 05212	Forest Products and Services	6	2	Core

### NTA Level 6: Ordinary Diploma in Forestry

Code	Course Title	Credits	Semester	Status
FOT 06109	Research Methods	9	1	Fundamental
FOT 06111	Statistics	9	1	Fundamental
FOT 06102	Ecology	9	1	Core
FOT 06104	Forest Economics	6	1	Core
FOT 06108	Forest Survey and Mapping	9	1	Core
FOT 06206	Administration	6	2	Fundamental
FOT 06210	Special Project	9	2	Fundamental
FOT 06201	Forest Management Planning	9	2	Core
FOT 06203	Wood Anatomy	6	2	Core
FOT 06205	Forest Work Planning	6	2	Core
FOT 06207	Social Forestry	9	2	Core

## 2. DEPARTMENT OF SOCIAL FORESTRY AND ENVIRONMENT

This Department offers one programme type leading to diploma in urban forestry and landscaping. In order to keep up-to-date with global scientific changes, the trainings ensure that learners possess the necessary required competences applicable in relevant working places. Apart from training activities in the Department, the experienced staff also offer consultancy in social forestry and environment whenever needed. Their experience and services have been of great benefits to the community. Module Offered by Social Forestry and Environment Department:

### NTA Level 6: Ordinary Diploma in Urban Forestry and Landscaping

Code	Course Title	Credits	Semester	Status
ULT06101	Basics of GIS	9	1	Fundamental
ULT06102	Data collection techniques	6	1	Fundamental
ULT06106	Social Forestry	9	1	Fundamental
ULT06109	Techniques for conserving urban forest	9	1	Fundamental
ULT06103	Landscaping design	12	1	Core
ULT06105	Plant identification techniques	9	1	Core
ULT06108	Survey and mapping	9	1	Core
ULT06112	Urban forest establishment and management	12	1	Core
ULT06202	Special Project	9	2	Fundamental
ULT06207	Statistics	6	2	Fundamental
ULT06210	Techniques for restoring urban environment	9	2	Fundamental
ULT06211	Urban environment conservation	6	2	Fundamental
ULT06204	Landscaping techniques	12	2	Core
ULT06213	Urban forest management plan	12	2	Core

### 3. DEPARTMENT OF NATURAL RESOURCE ASSESSMENT AND MANAGEMENT

This Department offers one programme type leading to diploma in geoinformatics for natural resources management. In order to keep well informed with global technological changes, the trainings ensure that learners possess the necessary required competences applicable in relevant working places. Apart from training activities in the Department, the experienced staff also offer consultancy in natural resources assessment and management whenever needed. Their experience and services have been of great benefits to the community. Module Offered by Natural Resources Assessment and Management Department:

#### NTA Level 6: Ordinary Diploma in Geoinformatics for Natural Resources Management

Code	Course Title	Credits	Semester	Status
GOT06101	Sustainable Natural Resources Management	9	1	Fundamental
GOT06102	Community Based Natural Resources Management	9	1	Fundamental
GOT06113	Research Methods	6	1	Fundamental
GOT06103	Conservation Techniques for Natural Resources	6	1	Core
GOT06104	Land Use Planning	6	1	Core
GOT06105	Remote Sensing	9	1	Core
GOT06106	Geographical Information System	9	1	Core
GOT06212	Ecology	6	2	Fundamental
GOT06214	Statistics	6	2	Fundamental
GOT06215	Special Project	9	2	Fundamental
GOT06207	GPS for Land Surveying	9	2	Core
GOT06208	Imaging Techniques and Data Processing and Analysis	9	2	Core
GOT06209	Digital Image Processing and Analysis	9	2	Core
GOT06210	Data Management System	9	2	Core
GOT06211	Applications of RS and GIS in resource Management	9	2	Core

## PRACTICAL TRAINING

All students will have to take practical training for the duration, location and timing as indicated. Equipment and materials will be procured by Institute and distributed to students.

### i) Practical Training/Special project schedule

Code	Duration	Location	Timing	Remarks
<b>Department of Forestry Science</b>				
<b>Basic Technician Certificate</b>				
FOT04101	4 weeks	Olmotonyi	Nov/Dec	Field Course
FOT04102	Throughout	Olmotonyi	Nov - Mar	Field Course
FOT04103	Field Course	Field Course	Nov - Mar	Field Course
FOT04105	Throughout	Olmotonyi	Nov - Mar	Field Course
FOT04108	Field Course	Arumeru	Nov - Mar	Field Course
FOT04110	Field Course	Arumeru	Nov - Mar	Field Course
FOT04204	4 weeks	Arusha Mu	April	Field Course
FOT04211	4 weeks	Arusha Mu	April	Field Course
FOT04206	Throughout	Olmotonyi	April - July	Field Course
FOT04207	4 weeks	Arumeru	April/July	Field Course
FOT04209	Throughout	Arumeru	April - July	Field Course
<b>Technician Certificate</b>				
FOT 05106	Field Course	Arumeru	Nov - Mar	Field Course
FOT 05107	Field Course	Arumeru	Nov - Mar	Field Course
FOT 05118	Throughout	Olmotonyi	Nov - Mar	Field Course
FOT 05119	Throughout	Olmotonyi	Nov - Mar	Field Course
FOT 05120	Throughout	Olmotonyi	Nov - Mar	Field Course
FOT 05101	Throughout	Olmotonyi	Nov - Mar	Field Course
FOT 05102	4 weeks	Arusha/Kilimanjaro	Nov	Field Course
FOT 05108	Throughout	Olmotonyi	Nov - Mar	Field Course
FOT 05115	4 weeks	Arusha/Kilimanjaro	Nov	Field Course
FOT 05213	4 weeks	Arusha/Kilimanjaro	April	Field Course
FOT 05214	Throughout	Arusha/Kilimanjaro	April - July	Field Course
FOT 05216	Throughout	Arusha/Kilimanjaro	April - July	Field Course
FOT 05217	Throughout	Arusha/Kilimanjaro	April - July	Field Course
FOT 05203	Throughout	Arusha/Kilimanjaro	April - July	Field Course
FOT 05204	Throughout	Arusha/Kilimanjaro	April - July	Field Course
FOT 05205	Throughout	Arusha/Kilimanjaro	April - July	Field Course
FOT 05209	Throughout	Arusha/Kilimanjaro	April - July	Field Course
FOT 05210	Throughout	Arusha/Kilimanjaro	April - July	Field Course
FOT 05211	4 weeks	Arusha/Kilimanjaro	June/July	Field Course
FOT 05212	Throughout	Arusha/Kilimanjaro	April - July	Field Course
<b>Ordinary Diploma</b>				
FOT 06109	Throughout	Various	Nov - Mar	Report
FOT 06111	4 weeks	Arusha/Kilimanjaro	Nov	Field Course
FOT 06102	4 weeks	Arusha/Kilimanjaro	Nov/Jan	Field Course
FOT 06104	4 weeks	Arusha/Kilimanjaro	Nov	Field Course
FOT 06108	4 weeks	Arusha/Kilimanjaro	Nov/Jan	Field Course

FOT 06201	4 weeks	Arusha/Kilimanjaro	April/July	Field Course
FOT 06203	4 weeks	Arusha/Kilimanjaro	April/July	Field Course
FOT 06205	Throughout	Arusha/Kilimanjaro	April -July	Field Course
FOT 06206	4 weeks	Arusha	April/May	Field Course
FOT 06207	4 weeks	Arusha	April/July	Field Course
FOT 06210	Throughout	Various	April - July	Report
Department of Social Forestry and Environment				
Ordinary Diploma				
ULT06101	4 weeks	Arusha	Nov/Mar	Field Course
ULT06102	Throughout	Various	Nov - Mar	Report
ULT06106	4 weeks	Arusha	Nov/Mar	Field Course
ULT06109	Throughout	Arusha	Nov - Mar	Field Course
ULT06103	Throughout	Arusha	Nov - Mar	Field Course
ULT06105	Throughout	Arusha	Nov - Mar	Field Course
ULT06108	Throughout	Arusha	Nov - Mar	Field Course
ULT06112	Throughout	Arusha	Nov - Mar	Field Course
ULT06202	Throughout	Arusha	Mar - July	Report
ULT06207	Throughout	Various	Mar - July	Report
ULT06210	Throughout	Arusha	Mar - July	Field Course
ULT06211	Throughout	Arusha	Mar - July	Field Course
ULT06204	Throughout	Arusha	Mar - July	Field Course
ULT06213	Throughout	Arusha	Mar - July	Field Course
Department of Natural Resource Assessment and Management				
Ordinary Diploma				
GOT06101	4 weeks	Arusha	Nov/Mar	Field Course
GOT06102	4 weeks	Arusha	Nov/Mar	Field Course
GOT06113	Throughout	Various	Nov - Mar	Report
GOT06103	4 weeks	Arusha	Nov/Mar	Field Course
GOT06104	4 weeks	Arusha	Nov - Mar	Field Course
GOT06105	Through	Arusha	Nov - Mar	Field Course
GOT06106	4 weeks	Arusha	Nov/Mar	Field Course
GOT06212	4 weeks	Arusha	April/July	Field Course
GOT06214	Throughout	Arusha	April - July	Field Course
GOT06215	Throughout	Various	April - July	Report
GOT06207	Throughout	Arusha	April - July	Field Course
GOT06208	Throughout	Arusha	April - July	Field Course
GOT06209	Throughout	Arusha	April - July	Field Course
GOT06210	Throughout	Arusha	April - July	Field Course
GOT06211	Throughout	Arusha	April - July	Field Course

**Note:**

For FOT stands for modules offered by the department for Forestry science, ULT stands for modules offered by Social forestry and environment department and GOT stands for modules offered by Natural resources assessment and management department.

## **ii) Practical Training**

The institute runs four-eight weeks practical training programme in which students engage in practical activities related to Forestry, Urban Forestry and Geoinformatics. Normally, these activities are held inside the institute and various institutions outside the institute. The technician certificate and diploma students have two practical trainings (PT), one during training sessions in semester I and II and the other industrial attachment (IA) outside the institute after semester I. The PT programme seeks to:

- Enable the students to apply their knowledge in practice.
- Ensure that, on leaving the Institute, graduates have acquired some appropriate work experience.
- Expose students to the various forest activities being carried out in different parts of the country.
- Establish and maintain contact between prospective employers and the Institute in order to ensure that students are given the appropriate skills and knowledge for the jobs they are likely to be called upon to perform after graduation; and
- Enable prospective employers and employees to become acquainted with one another in the working situation.

## **Regulations Governing Practical Training**

- Each practical training (PT) shall be assessed and the grade obtained shall count towards the final award. Each PT will contribute 30% of award.
- Students must pass practical training before qualifying for the award.
- PT assessment will be based on the following items:
  - a) Trainer's assessment – 10%: Items to be graded include: skills obtained by the student, attitude towards task, personal initiatives and independence, reliability in carrying out duties and punctuality to task.
  - b) Student's final report – 20%: This should be divided into the following aspects: description and analysis of tasks given 4%, problem identification and scientific methods used 4%, oral presentation of results and data 4%, correctness of information (graphs, maps etc.) 4%, summary and conclusions 4%.

## **iii) Field Attachment Training**

Field Attachment Training (FAT) shall be an essential part of NTA level 5 and 6. FAT in this context means practical training taken by all eligible students outside the Institute at a given time of the academic year. FAT shall be conducted at the end of the first semester and shall last for a period of four (4) weeks.

Prospective FAT's students shall be required to identify and select/suggest placements for field attachment training within four (4) weeks of the beginning of the first semester of the subsequent year. The name and address of selected/suggested placement shall be submitted to the respective Head of Academic Department within the period mentioned above. Students shall be supervised by the Field Supervisor and Academy's Supervisor.

## **Objectives of Field Attachment Training**

- To give students an opportunity to apply theoretical knowledge and skills gained during the tutorial semesters to real practical situations in industries / fields,
- To increase skills gained in the Institute workshop and laboratories and to get used to different equipment not used at the Institute,
- To realize the importance of cooperation and good human relationship at a workplace,
- To give students a chance to appreciate and participate in manual work,
- To give students an opportunity to appreciate that cost estimation and efficiency are

important factors to be considered during engineering decisions,

- To give students a chance to know organizational and management problems in engineering activities,
- To give students a chance to identify projects that can be done during their course work.

## INSTITUTE ALMANAC FOR 2023/2024 ACADEMIC YEAR

DATE	ACTIVITY/EVENT
<b>OCTOBER, 2023</b>	
16 - 27/10/2023	REGISTRATION OF ADMITTED STUDENTS
30/10/2023	COMMENCEMENT OF 2023/2024 ACADEMIC YEAR AND SEMESTER I STUDIES FOR ALL COURSES
<b>NOVEMBER, 2023</b>	
10/11/2023	STUDENTS' ORGANIZATION ELECTION
17/11/2023	INSTITUTE BARAZA
23/11/2023	125 <sup>TH</sup> ADVISORY BOARD MEETING
24/11/2023	83 <sup>RD</sup> GRADUATION CEREMONY
<b>DECEMBER, 2023</b>	
09/12/2023	INDEPENDENCE DAY (PUBLIC HOLIDAY)
11/12/2023	COURSE MEETINGS
12 - 16/12/2023	DEPARTMENT/UNIT COMMITTEE MEETING
25 – 29/12/2023	MID – SEMESTER BREAK FOR ALL COURSES
25/12/2023	CHRISTMAS DAY (PUBLIC HOLIDAY)
26/12/2023	BOXING DAY (PUBLIC HOLIDAY)
<b>JANUARY, 2024</b>	
01/01/2024	NEW YEAR DAY (PUBLIC HOLIDAY)
02/01/2024	SEMESTER I STUDIES RESUME FOR ALL COURSES
05/01/2024	ALL WORKERS MEETING
12/01/2024	ZANZIBAR REVOLUTION DAY (PUBLIC HOLIDAY)
15/01/2024	ACADEMIC COMMITTEE MEETING
26/01/2024	MANAGEMENT MEETING
26/01/2024	END OF SEMESTER I STUDIES FOR ALL COURSES
29 – 31/0/2024	COMPILATION OF CONTINUOUS ASSESSMENTS
<b>FEBRUARY, 2024</b>	
01 – 02/02/2024	COMPILATION OF CONTINUOUS ASSESSMENTS
05 – 9/02/2024	MODERATION OF SEMESTER I EXAMINATIONS
12 - 23/02/2024	SEMESTER I EXAMINATIONS
21 - 29/02/2024	INTERNAL MARKING OF SEMESTER I EXAMINATIONS
<b>MARCH, 2024</b>	
01/03/2024	INTERNAL MARKING OF SEMESTER I EXAMINATIONS
01 – 31/03/2024	STUDENTS' FIELD ATTACHMENT
04 - 08/03/2024	EXTERNAL MARKING OF SEMESTER I EXAMINATIONS
11 - 15/03/2024	COMPILATION OF SEMESTER I EXAMINATION RESULTS
18/03/2024	BOARD OF EXAMINERS MEETING
22/03/2024	126 <sup>TH</sup> ADVISORY BOARD MEETING
22/03/2024	END OF SEMESTER I FOR ALL COURSES
29/03/2024	GOOD FRIDAY (PUBLIC HOLIDAY)

DATE	ACTIVITY/EVENT
31/03/2024	EASTER SUNDAY (PUBLIC HOLIDAY)
<b>APRIL, 2024</b>	
01/04/2024	EASTER MONDAY (PUBLIC HOLIDAY)
02 – 08/04/2024	SEMESTER I SUPPLEMENTARY EXAMINATIONS
07/04/2024	KARUME DAY (PUBLIC HOLIDAY)
09 - 10/04/2024*	EID EL FITRI (PUBLIC HOLIDAY)
09/04/2024	COMMENCEMENT OF SEMESTER II STUDIES FOR ALL COURSES
19/04/2024	INSTITUTE BARAZA
22/04/2024	COURSE MEETINGS
24- 29/04/2024	DEPARTMENT/UNIT COMMITTEE MEETING
26/04/2024	UNION DAY (PUBLIC HOLIDAY)
<b>MAY, 2024</b>	
01/05/2024	WORKERS' DAY (PUBLIC HOLIDAY)
23/05/2024	127 <sup>TH</sup> ADVISORY BOARD MEETING
27/05 – 31/05/2024	MID – SEMESTER BREAK FOR ALL COURSES
<b>JUNE, 2024</b>	
03/06/2024	SEMESTER II STUDIES RESUME FOR ALL COURSES
05/06/2024	WORLD ENVIRONMENTAL DAY
14/06/2024	ACADEMIC COMMITTEE MEETING
16/06/2024*	EID AL ADHA (PUBLIC HOLIDAY)
21/06/2024	MANAGEMENT MEETING
26/06/2024	ALL WORKERS MEETING
<b>JULY, 2024</b>	
05/07/2024	END OF SEMESTER II STUDIES FOR ALL COURSES
07/07/2024	SABASABA (PUBLIC HOLIDAY)
08 – 12/07/2024	COMPILATION OF CONTINUOUS ASSESSMENTS
15 – 19/07/2024	MODERATION OF SEMESTER II EXAMINATIONS
22 – 31/07/2024	SEMESTER II EXAMINATIONS
29 – 31/07/2024	INTERNAL MARKING OF SEMESTER II EXAMINATIONS
<b>AUGUST, 2024</b>	
01 – 09/08/2024	INTERNAL MARKING OF SEMESTER II EXAMINATIONS
08/08/2024	NANENANE-FARMERS' DAY (PUBLIC HOLIDAY)
12 – 16/08/2024	EXTERNAL MARKING OF SEMESTER II EXAMINATIONS
19 – 23/08/2024	COMPILATION OF SEMESTER II EXAMINATION RESULTS
25/08/2024	BOARD OF EXAMINERS MEETING
29/08/2024	128 <sup>TH</sup> ADVISORY BOARD MEETING
29/08/2024	END OF SEMESTER II AND 2023/2024 ACADEMIC YEAR
<b>SEPTEMBER, 2024</b>	
02 – 06/09/2024	SEMESTER II SUPPLEMENTARY EXAMINATIONS
28/09/2024*	MAULID (PUBLIC HOLIDAY)

\*Depends on sighting of the Moon

## MISCELLANEOUS PROVISIONS

- a) The administration of Tests, Assignments and Assessed work of students is entirely the duty of the relevant tutors of the module.
- b) Final examinations are controlled by the Deputy Principal Academic, Research and Consultancy and are scheduled during the last two weeks of each semester. The examinations are supervised by invigilators appointed by the Deputy Principal Academic, Research and Consultancy.
- c) Notwithstanding the generality of the above provision Heads of Academic Departments and the Deputy Principal Academic, Research and Consultancy have the mandate to monitor, regulate and ensure good governance of the same. iv) Where in these regulations no punishment is specifically provided for any misconduct or breach, such misconduct or breach shall be punishable, as if it is a breach of a serious disciplinary matter.
- d) When the involved person is a student, he/she shall be discontinued forthwith from studies subject to the confirmation of the Academic Committee.
- e) When the involved person is an employee of the Academy or otherwise an ordinary person other than the student, such person shall be dealt with accordance with the relevant legislation governing such a person.



Forestry Training Institute, Olmotonyi