

TABLE OF CONTENTS

1.0	INTRODUCTION.....	1
1.1	HISTORICAL BACKGROUND OF THE NATIONAL INSTITUTE OF TRANSPORT.....	1
1.2	VISION AND MISSION.....	1
1.3	PRIMARY OBJECTIVES OF THE INSTITUTE.....	1
1.4	CORE FUNCTIONS OF THE INSTITUTE.....	2
1.5	FUTURE PLANS.....	4
2.0	ORGANISATION OF NIT.....	4
2.1	MEMBERS FO THE INSTITUTE'S GOVERNING COUNCIL.....	4
2.2	NIT MANAGEMENT TEAM.....	5
2.2.1	Rector.....	5
2.2.2	Heads of Unit under the Rector's OFFICE	5
2.2.3	Deputy Rector – Academics, Research and consultancy.....	6
2.2.4	Heads Assistant Heads and Officers under the Academic.....	6
2.2.5	Deputy Rector – Planning, Administration and Finance.....	8
2.2.6	Heads of Unit under Administration Directorate.....	8
2.2.7	Heads and Assistant Heads under Administration Directorate	8
3.0	RESPONSIBILITIES OF UNITS UNDER THE RECTOR'S OFFICE / HOME.....	9
3.1	PLANNING UNIT.....	9
3.2	PUBLIC RELATIONS UNIT.....	9
3.3	AUDITING UNIT.....	10
3.4	QUALITY CONTROL AND QUALITY ASSURANCE STEERING COMMITTEE.....	10
4.0	RESPONSIBILITIES OF DEPARTMENTS UNDER THE ACADEMIC DIRECTORATE... ..	10
4.1	ACADEMIC ADMINISTRATION DEPARTMENT.....	10
4.2	LOGISTICS AND TRANSPORT MANAGEMENT DEPARTMENT.....	10
4.2.1	BACHELOR'S DEGREE PROGRAMMES.....	11
4.2.2	Diploma Programmes.....	21
4.2.3	Staff Members.....	35
4.3	AUTOMOBILE ENGINEERING DEPARTMENT.....	36
4.3.1	Bachelor's Degree in Automoiile Engineering (NTA Level 7 to 8)	37
4.3.2	Bachelor's Degree in Automobile Engineering NTA – Level 8.....	41
4.3.3	Fee Structure for Higher Diploma and Bachelor's Degree in Automobile Engineering.....	43
4.3.4	Diplomma in Automobile Engineering.....	46
4.4	INFORMATION AND COMMUNICATION TECHNOLOGY AND LEARNING RESOURCES DEPARTMENT.....	57
4.4.1	Diploma in Information Technology (DIT)	58
4.4.2	Staff Members.....	61
4.5	GENERAL STUDIES DEPARTMENT.....	62
4.5.1	The modules which are managed bythis department.....	62
4.5.2	Staff Members.....	62
4.6	ROAD SAFETY DEPARTMENT.....	63
4.6.1	Organization of Short Courses	63
4.6.2	Short Courses conducted by the Department	63
4.6.3	Award.....	65
4.7	RESEARCH, CONSULTANCY AND PUBLICATIONS DEPARTMENT.....	65
4.8.	LIBRARY DEPARTMENT.....	66
5.0	DEPARTMENT UNDER ADMINISTRATION DIRECTORATE.....	66
5.1	PERSONNEL & ADMINISTRATION DEPARTMENT.....	66
5.2	FINANCE DEPARTMENT.....	66
5.3	STUDENTS WELFARE DEPARTMENT.....	66
6.0	EXAMINATION RULES, REGULATIONS, EVALUATION/ASSESSMENT	67
	SYSTEM AND AWARD.....	67
6.1	EXAMINATION RULES AND REGULATIONS.....	67

6.1.3	Administration of examinations.....	67
6.1.4	General Regulations.....	68
6.1.5	Examination Time-tables.....	72
6.1.6	Conduct of Examinations.....	72
6.2	EVALUATION /ASSESSMENT SYSTEM.....	76
6.2.1	Quizzes, Tests and Assignments.....	77
6.2.2	Semester Examinations.....	77
6.2.3	Industrial Training Attachment, Research and field work.....	77
6.2.4	Final Standard of Assessment.....	77
6.2.5	Supplementary Examination, Examination of a carry-over subjects/modules and Discontinuation from studies.....	79
6.2.6	Grading of Bachelor's Degrees, Diplomas and Certificates.....	80
6.2.7	Declaration and Publication of Semester and Overall Annual Examination Results.....	81
6.2.8	Amendments.....	81
7.0	PHYSICAL FACILITIES.....	81
7.1	AVAILABLE PHYSICAL FACILITIES.....	81
7.2	BRIEF DESCRIPTIONS OF SOME OF THE PHYSICAL FACILITIES.....	82
7.2.1	The Library.....	82
7.2.2	Cafeteria.....	82
7.2.3	Dispensary/Health Centre/Hospital.....	83
7.2.4	Students Hall of Residence.....	83
7.2.5	Playgrounds.....	83
7.2.6	Mosque.....	84
7.2.7	Training Workshops.....	84
8.0	STUDENT RULES.....	84
8.1	OUT OF BOUND AND GUEST.....	84
8.2	DRIVING OF SELF PROPELLED VEHICLES.....	85
8.3	PAID EMPLOYMENT.....	85
8.4	STUDENT CONDUCT.....	86
8.4.1	Damages to and Losses of Institute's property.....	86
8.4.2	Student's Debts to the Institute.....	86
8.4.3	Smoking.....	86
8.4.4	Telephone.....	86
8.4.5	Institute's Transport Services.....	86
8.4.6	Residence.....	86
8.4.7	Student Rooms.....	87
8.4.8	Musical Instruments and Noise.....	87
8.4.9	Vacation of Residence.....	87
8.4.10	Institute's Staff.....	87
8.4.11	Correspondence.....	87
8.4.12	Student's Marriages.....	88
8.5	STUDENT'S DISCIPLINARY COMMITTEE.....	88
8.6	DISCIPLINARY PROCEEDINGS AND PENALTIES.....	89
8.6.1	Possible Penalties:-.....	89
8.6.2	Students Disciplinary Appeals Committee.....	90
8.6.3	Appeals Modalities.....	90
8.6.4	Emergency Cases.....	91
9.0	DEVELOPMENT PROJECTS.....	91
9.1	CENTRE FOR CONTINUING EDUCATION (CCE).....	91
9.2	AUTOMOBILE WORKSHOP SERVICES.....	92
10.0	2010/2011 ACADEMIC CALENDAR.....	93
	2010/2011 ALMANAC.....	93

1.0. INTRODUCTION

1.1 HISTORICAL BACKGROUND OF THE NATIONAL INSTITUTE OF TRANSPORT

The National Institute of Transport (NIT) was established by Act of Parliament, Number. 24 of 1982. It is fully accredited by the National Council for Technical Education (NACTE) with the Certificate of Registration Number REG./EOS/009 of 2002. Currently the Institute is under the Ministry of Infrastructure Development.

The history of NIT dates back to 1975, when due to the complexity of the transport sector and the intricacies involved in its management necessitated the introduction of comprehensive training programmes for development of the sectoral manpower.

The Institute offers education and training programmes leading to qualifications recognized nationally and internationally.

1.2 VISION AND MISSION

The Institute's Vision and Mission are:-

VISION

To be a global centre of excellence in providing education and training, research and consultancy services in transport and communications in Sub-Saharan Africa and beyond.

MISSION

To conduct sustainable high quality education and training, research and Consultancy in transport and communications sectors at professional and semi-professional levels.

1.3 PRIMARY OBJECTIVES OF THE INSTITUTE

- (a) To provide facilities for the study and training in the principles, procedures and techniques of transport operations, physical distribution and such other related subjects as the Council may from time to time decide.
- (b) To conduct training programmes in the subjects specified in paragraph (a) and in such other related subjects as the Council may from time to time decide.
- (c) To engage into research, operational and organizational problems and training needs in the areas specified in paragraph (a) and in the

transport sector in general and to evaluate the results achieved by the Institute's training programmes.

- (d) To provide consultancy services to the government, parastatal bodies and such other Organization or persons as may be necessary.
- (e) To sponsor, arrange and provide facilities for conferences and seminars.
- (f) To establish departments within the Institute for the organization and administration of its activities.
- (g) To conduct professional examinations and to grant professional diplomas and certificates of different types and other awards of the Institute.
- (h) To do all such acts and things, and enter into all such contracts and transactions, as are, in the opinion of the Council expedient or necessary for the proper and efficient discharge of the functions of the Institute.
- (i) To arrange for the publications and general dissemination of materials produced in connection with the work and activities of the Institute.
- (j) To establish and foster closer association with other Institutions of higher learning.

1.4 CORE FUNCTIONS OF THE INSTITUTE

The Institute's core functions are to conduct Education and Training .The Institute conducts different programmes including traditional programmes and programmes which follow the National Technical Awards (NTA). The Institute also conducts a number of different short courses.

(a) Programmes conducted under the NTA system

These are Competence Based Education and Training (CBET) programmes. The philosophy behind these programmes is Competence Based Education and Training (CBET) approach. It is reflected in clearly defined programme learning outcomes and supported by well organized Instructional and Credentialing Systems.

The learning outcomes are geared towards producing graduates who are well equipped with knowledge, skills and attitudes in a specified occupational activity. The Programmes conducted under this system are:

- (i) Bachelor's Degree in Logistics and Transport Management (BLTM)

- (ii) Bachelor's Degree in Automobile Engineering (BAE)
- (iii) Bachelor's Degree in Freight Clearing and Forwarding (BFCF)
- (iv) Diploma in Logistics and Transport Management (DLTM)
- (v) Diploma in Freight Clearing and Forwarding (DFCF)
- (vi) Diploma in Automobile Engineering (DAE)
- (vii) Technician Certificate in Logistics and Transport Management (CLTM)
- (viii) Technician Certificate in Freight Clearing and Forwarding (CFCF)
- (ix) Technician Certificate in Automobile Engineering (CAE)
- (x) Basic Technician Certificate in Logistics and Transport Management (BCLTM)
- (xi) Basic Technician Certificate in Freight Clearing and Forwarding (BCFCF)
- (xii) Basic Technician Certificate in Automobile Engineering (BCAE).

(b) Traditional programmes

This programme is knowledge based and the efforts are made to be accredited under competence Based Education and Training (CBET) programme. Currently the following programme is being offered Diploma in Information Technology (DIT).

(c) Short duration courses

The Institute conduct short course, these include:
Short duration courses related to Professional Driving, Vehicle Inspection and Driver Examination/Vehicle Appraisal, Transport Management and Vehicle Repair and Maintenance.

(d) Research, Consultancy and Publications activities

NIT has qualified members of the academic staff who are involved in conducting research projects mainly in communications, logistics and transport communications sectors.

1.5 FUTURE PLANS

In future, the Institute is planning to offer the following programmes: -

- (a)** Bachelor's Degree in Transportation Economics.
- (b)** Bachelor's Degree in Transportation and Mechanical Engineering.
- (c)** Master's Degree in Transportation Planning and Economics.
- (d)** Master's Degree in Business Administration – (Logistics and Transport Management) in collaboration with the Open University of Tanzania (OUT).
- (e)** Post Graduate Diploma in Logistics and Transport Management.
- (f)** Diploma in Vehicle Inspection and Road Safety.
- (g)** Diploma in Vehicle Inspection and Driver Examination.

2.0 ORGANISATION OF NIT

2.1 MEMBERS OF THE INSTITUTE'S GOVERNING COUNCIL

CHAIRPERSON

Ms. Pricilla Chilipweli
P.O. BOX 31039
DAR ES SALAAM.

DEPUTY CHAIRPERSON

Hon. Athuman Mdoe
P.O. BOX 10
MWANGA - KILIMANJARO.

ACTING SECRETARY

Mr. Elifadhili E. Mgonja
Acting Rector
P. O. BOX 705
DAR ES SALAAM.

MEMBERS

Mr. Joffer M. Maggila
P.O. Box 7109
DAR ES SALAAM.

Prof. Burton L.M. Mwamila
P.O. BOX 35131
DAR ES SALAAM.

Ms. Amina N. Makilagi
P.O. BOX 30100
KIBAHA
PWANI.

Mr. Ramadhani Khalfani
P.O. BOX 5402
DAR ES SALAAM.

Mr. Fabian Kulwa
P.O. BOX 9151
DAR ES SALAAM.

Mr. Juma Fimbo
Chairperson - ASANIT
P.O. BOX 705
DAR ES SALAAM.

Mr. Seif Khamis
President - (SONIT)
P. O. BOX 705
DAR ES SALAAM

2.2 NIT MANAGEMENT TEAM

2.2.1 Rector

Vacant

2.2.2 Heads of Unit under the Rector's Office

(a) Head of Planning Unit

Ms. Lilian Mnengo – MBA Finance (LSC), B.Com. Finance (UDSM).

(b) Head of Public Relations Unit

Ms. Tulizo Chusi - BAJ (TU).

(c) Head of Internal Audit Unit

Mr. Johannes B.Kerenge – MBA (MU), CPA (T), ADA (MU).

(d) Quality Control and Quality Assurance Committee

Manager - Mr. Hans. Mwaipopo – MSc Auto. Eng. (USSR), FTC in Auto. Eng. (NIT).

Members:

Mr. Charles M.P. Rugarabamu- MTM (Sydney-Australia), B.A.Ed. (UDSM), Dip.Ed (DSM), CMILT (UK), MTILT (Tanzania).

Ms. Mary Mashoke - M.A. (UDSM), BA. Ed. (UDSM), Dip. Ed. (Kigurunyembe, TTC), Advanced Cert. in Logistics (Dresden Int. Univ. - Germany).

2. 2.3 Deputy Rector - Academics, Research and Consultancy

Mr. Elifadhili E. Mgonja - MSc. Finance (Strathclyde), PGDM Management (IDM) ADTM-Transport (NIT), DIP. Ed. (DSM), FCILT (UK), FILT (Tanzania).

2.2.4 Heads, Assistant Heads and Officers under the Academic Directorate

(a) Head Academic Administration Department (Registrar)

Mr. Richard B.Galilava – MBA (UDSM), BEd (UDSM), PGD (Poverty Analysis) (The Hague, the Netherlands), Certificate (Labour Laws) (TLC- (Tanzania).

Senior Admission and Examination Officer

Ms. Adela E. Muhale – MEMA (UDSM), BA with Ed. (UDSM), Dip. Ed (Mpwapwa TTC).

Examination Officer

Ms. Kissa Killagane – MBA (UDSM), BSc. Ed. (UDSM), Dip. in Ed. (Kleruu TTC).

Admission Officer

Mr. Daud G. Daudi - BSc. Computer (Osmania University, India), Advanced Cert. in Logistics (Dresden Int. Univ. - Germany).

Administrative and Examination Officer

- (b) **Head of Logistics and Transport Management Department**
Ms. Mary Mashoke - M.A. (UDSM), BA. Ed. (UDSM), Dip. Ed.(Kigurunyembe,TTC), Advanced Cert. in Logistics (Dresden Int. Univ. - Germany).

Assistant Head (Logistics and Transport Management Section)

Mr. Batholomew Marcel – MA (UDSM) , BA Statistics (UDSM).

Assistant Head (Freight Clearing and Forwarding Section)

Vacant

- (c) **Head of Automobile Engineering Department**
Dr. Betram B. Kiswaga - PhD in Mech. Eng. (Technical Univ. of Wroclaw, Poland), MSc. Mech. Eng. (Technical Univ. of Wroclaw, Poland), FTC (NIT).

Assistant Head

Eng. Aziz Mdimi - MSc. Mech. Eng. (RUSSIA).

Workshop Production Supervisor

Mr. Ibrahim Shamte - FTC in Elect. Eng. (Dar.Tech.), Cert. in Electrical Eng. (HPTC).

- (d) **Head of Road Safety Department**

Mr. Chard D.C. Wemba – MSc. in Mech. Eng. (USSR), Dip. Ed.(Kleruu TTC),Dip (Road Safety) Lund Univ.(Sweden).

Assistant Head

Mr. Leonard Sempoli - MBA (ESAMI), ADTM (NIT), FTC - Auto. Eng. (NIT), ACIFT Germany).

- (e) **Head of General Studies Department**
Ms. Jane Joseph - M.A. (UDSM), B.A. Ed. (UDSM).
- Assistant Head**
Mr. Cyprian Mbowe - M.A. (UDSM), B.A. Ed. (UDSM).
- (f) **Head of Research, Consultancy and Publications Department**
Mr. Ali L.D. Mkunza - MSc. Transport Management (Cranfield), ADTM (NIT), MCILT (UK).
- Assistant Head**
Ms. Felista Kalatula - MEM (UDSM), BSc. Engineering (UDSM).
- (g) **Head of Information and Communications Technology and Learning Resources Department**
Mr. Henry J. Kunyatila - BSc. Mech. Eng.(UDSM), Cert. in Industrial Trainin(Germany).
- Assistant Head**
Mr. Isaya Mathew- Bsc. Computer Science (UDSM).
- (h) **Head of Centre for Continuing Education (CCE)**
Mr. David M.N. Lung'wecha - M.A. (UDSM), PGD. in Shipping Management (NORWAY), B.A. Ed. (UDSM), MCILT (UK).
- (i) **Head of Library Services Department (Chief Librarian)**
Vacant
- Assistant Head**
Mrs. Judith Kiluswa – Degree of Bachelor of Arts – Library Science and Records, Management and Psychology (Univ. of Namibia).
Dip. In Library Archives and documentation (SLADS, Bagamoyo),

2.2.5 Deputy Rector- Planning, Administration and Finance

Mr. Eliezer G.H Msonge - MBA (UDSM), B.A. (UDSM)

2.2.6 Heads of Unit under Administration Directorate

Head of Estates Unit

Arch. Yasin M. Makanga B. Arch (UDSM).

Head of Procurement Management Unit

Vacant.

2.2.7 Heads and Assistant Heads under Administration Directorate

- (a) **Head of Human Resources and Administration Department**
Mr. Cornel R. Zawadi – MPA (Mzumbe Univ.), PGD in Law (UDSM), BA - Public Admin. (UDSM).

Head of Dispensary Section

Dr. Yusuf Njau – BSc. Medicine (Moscow State University).

Head of Administration section

Ms. Upendo P. Urassa – MPA-HRM (Mzumbe Univ.), BA, Political Science and Public Administration (UDSM).

Head of Personnel Section

Ms. Husna A. John – B.A Human Resource Management (K.I.U) Kampala.

- (b) **Head of Finance Department -Bursar**

Mr. Hussein Senzighe - CPA (T), PGDA (IFM), ADA (IFM).

Head of Expenditure Section

Mr. Damian L. Badundwa – Advance Dip. in Accountancy (IFM).

Head Revenue Section

Mr. Ramadhani Komba – ADCA (Moshi Cooperative College).

Head of Stores Section

Ms. Hawa Duru – MBA –PLM (Mzumbe Univ.), CSP (NBMM), Post Graduate Dip. in Materials Management (CBE), Dip. in Materials Management (CBE).

- (c) **Head of Students Welfare Department (Dean of Students)**

Mr. Charles M. P. Rugarabamu – MTM (Sydney-Australia), B.A. Ed. (UDSM), Dip. Ed. (DSM), CMILT (UK), MTILT (Tanzania).

Assistant Head (Asst. Dean)

Vacant

- (d) **Head of Management Information System Department**

Mr. Hamza H. Njapuka – MBA (UNVA–USA), MSc–Computer Science (HUST–China), BSc–Computer Science (HUST– China), MCP.

3.0 RESPONSIBILITIES OF UNITS UNDER THE RECTOR'S OFFICE

3.1 PLANNING UNIT

This unit is responsible for co-ordination and supervision of the Institute's planning activities. Currently it is guided through the corporate Strategic Plan. It is also responsible for initiation of other activities for improvement and betterment of the Institute and formulating fund raising strategies.

3.2 PUBLIC RELATIONS UNIT

Duties of this unit are to plan, implement and control public relations activities. The activities are aimed at publicizing the Institute's image and services with a view of boosting its reputation and winning confidence of its stake-holders within and outside the country.

3.3 AUDITING UNIT

This unit is responsible for ensuring that financial procedures throughout the Institute's departments comply with the Institute's standards and that the limits of authority on all matters involving finance are adhered to.

3.4 QUALITY CONTROL AND QUALITY ASSURANCE STEERING COMMITTEE

The Committee is responsible for steering the implementation of NIT Quality Control and Quality Assurance policies. The policies are aimed at guiding the Institute in its efforts and aspirations as a training Institution. The policies also aims to deliver high quality education and training, carry out research and consultancy services in the field of transport and communications.

The policies based on the Institute's vision and mission are meant to assure the educational community, the general public and other stakeholders that, NIT has clearly defined its objectives appropriate to the provision of education and training in transport and communications. The policies work as per established conditions under which training achievement can reasonably be managed and meets educational, training and all necessary professional standards demanded by the transport and communications sectors.

4.0 RESPONSIBILITIES OF DEPARTMENTS UNDER THE ACADEMIC DIRECTORATE

The Academic Directorate has nine departments namely: Academic Administration; Logistics and Transport Management; Automobile

Engineering; Research, Consultancy and Publications; Information and Communication Technology; General Studies, Library Services, Road Safety and Centre for Continuing Education. The departments are all geared to fulfill and promote the Institute's academic goals, within the context of the Institute's established objectives.

4.1 ACADEMIC ADMINISTRATION DEPARTMENT

The Academic Administration Department is responsible for planning, organizing and administration of day to day Institute's academic activities. The department has two major functional sections namely; Student Admissions and Examinations. The office also deals with graduations and dissemination of information to students and other stakeholders.

4.2 LOGISTICS AND TRANSPORT MANAGEMENT DEPARTMENT

The department is responsible for planning, organizing and conducting Logistics and Transport Management and Freight Clearing and Forwarding related programmes. The Department had endeavored to excel in terms of performance in major functional areas of education and training, research, consultancy and publications services in logistics and transport management.

Currently the department is conducting the Bachelor's Degree programmes and Diploma programmes.

4.2.1 BACHELOR'S DEGREE PROGRAMMES

These programmes comprise two levels; NTA Level 7 (Higher Diploma) and NTA Level 8 (Bachelor's Degree). NTA Level 7 has four semesters (equivalent to two years) and NTA Level 8 has two semesters (equivalent to one year). Therefore, NTA Level 7 is an entry qualification to NTA level 8 which is the Degree programme.

(a) Higher Diploma in Logistics and Transport Management-(NTA Level 7)

(i) Programme Principal Learning Outcomes

The principal learning outcomes of the programme are:

- Plan, organize and control logistics and transport undertakings.
- Manage company resources economically.
- Analyze logistics and transport activities.
- Analyze company operational business environment.
- Forecast future company situation.

(ii) Purpose of Qualification

This qualification is intended for a person who will plan, organise and control logistics in transport undertakings, manage company resources economically, analyze operational business environment and forecast future business environment.

(iii) Level Description

This level is characterized by competence involving application of knowledge and skills in a broad range of complex technical activities .It also involve a high degree of personal responsibility and some responsibility for work of others.

(iv) Total Credits: 120

(v) Mode of Teaching

The programme is taught through lectures, supplemented by seminars, group discussions, Internet surfing, video shows, industrial study tours, fieldwork training and occasional lectures by practicing professionals Fieldwork training is undertaken at the end of the first and second years of the programme. Fieldwork supervisors are assigned to students for guidance.

(a) *Entry Qualifications

Students aspiring for this programme should primarily have any of the following qualifications: -

- (i)** Possession of Ordinary Diploma in Logistics and Transport Management or equivalent with at least grade C from a recognized Institution.

OR

- (ii)** Possession of any relevant Ordinary Diploma with at least a Pass or Lower second class or grade B.

OR

- (iii)** Mature Age Entry: Applicant must fulfill the following conditions:
- Be at least 25 years old.
 - Has completed Form IV with at least four (4) Credits and at least passes in Mathematics and English.
 - Must have at least four years of experience in Logistics and Transport sector and should pass the Institute's entry examination.

* All entry qualifications for various programmes are under review.

OR

- (iv) At least Two (2) Principal level passes in the Advanced level Certificate of Secondary Education in the following subjects Mathematics, Economics, Geography, Physics, Chemistry, Accounting, Commerce with an aggregate of at least 4.5 points plus Passes in English and Mathematics at Ordinary Certificate of Secondary Education. The applicant would have to attend the ten (10) weeks Institute's bridging course and pass examination of the course. The bridging course fee is Tshs. 300.000/= excluding meals and accommodation.

(c) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs* per week	Allotted* Hrs per week	Total Hrs per Semester	Total Credit
LT 7101	Road Transport Management	8	10	150	15
LT 7102	Managerial accounting	6	8	120	12
LT 7103	Transport Statistics	6	8	120	12
LT 7104	Transport Safety and Security	6	8	120	12
GS 7101	Communication Skills	4	6	90	9
				Total	60

*Contact hours include two hours for tutorials

**The difference between allocated hours and contact hours are hours for independent study.

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
LT 7205	Managerial Economics	6	8	120	12
LT 7206	Inter-Modal Transport	8	10	150	15
LT 7207	Human Resources Management	6	8	120	12
LT 7208	Transport Finance	6	8	120	12
GS 7202	Research Methodology	4	6	90	9
LT 7209	Industrial Training Attachment	8 Weeks			
				Total	60

SEMESTER III

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
LT 7301	Transport Planning and Policy	8	10	150	15
LT 7302	Transport Economics	6	8	120	12
LT 7303	Logistics and Supply Chain Management	6	8	150	15
LT 7304	Transport Marketing	4	6	90	9
GS 7303	Development Studies	4	6	90	9
Total					60

SEMESTER IV

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
LT 7404	Procurement Management	6	8	120	12
LT 7405	Transport Management Information Control System	8	10	150	15
LT 7406	Law of Business and Carriage	4	6	90	9
IT 7401	Computing and applications	6	8	120	12
GS 7405	Quantitative Methods	6	8	120	12
				Total	60

(d) Sponsorship

Aspiring student for the HDLTM programme has to be sponsored by either Higher Education Students' Loans Board or a private sponsor.

(e) Award

On successful completion of the course, candidates who would not like to continue with NTA Level 8 are awarded A Higher Diploma in Logistics and Transport Management of the National Institute of Transport.

(f) Bachelor's Degree in Logistics and Transport management-NTA Level 8

(i) Programme Learning Outcomes

- The programme's principal learning outcomes are to:
- Plan, organize and control logistics operation in a specialized mode of transport.

- Set analytical strategies for logistics and transport organizations.
- Establish viable small scale enterprises.
- Promote the growth of the organization.
- Analyze the total transport system in the global context.

(ii) Purpose of Qualification

This qualification is intended to a person who will plan, organize and control logistics and transport operation in a specialized mode of transport. The person is expected to set analytical strategies for logistics and transport organizations, establish viable small scale enterprises as well as promote the growth of the organization and analyze the total transport system in the global context.

(iii) Level Description

This level is characterized by competences involving application of knowledge and skills in a wide and unpredictable variety of contexts. It is characterized with substantial personal responsibilities, responsibilities for work of others and responsibilities for the allocation of resources, policy planning, execution and evaluation.

(iv) Total Credits: 150

(v) Entry Qualifications:

Applicants should possess a Higher Diploma in Logistics and Transport Management (NTA Level 7)

(vi) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
LT 8101	Urban Transport Planning	8	10	150	15
LT 8102	Freight Insurance	6	8	120	12
LT 8103	Handling of Dangerous Goods	8	10	150	15
LT 8104	Strategic Management	6	8	120	12
GS 8101	Research Project	-	-	60	6
				Total	60

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
GS 8202	Entrepreneurship	3	6	90	9
LT 8205	Rural Transport	4	8	120	12
*LT 8206	Air Transport	6	10	150	15
*LT 8207	Rail Transport Management	6	10	150	15
*LT 8208	Maritime Transport Management	6	10	150	15
LT 8209	International Logistics	4	8	150	15
LT 8210	Travel and Tourism	4	6	90	9
				Total	90

*Optional subjects

(vii) Award

On successful completion of the course, graduates are awarded a Bachelor's Degree in Logistics and Transport Management of the National Institute of Transport.

4.2.1.2 Bachelor's Degree in Freight Clearing and Forwarding (NTA Level 7 to 8)

(a) Higher Diploma in Freight Clearing and Forwarding (NTA Level – 7)

(i) Programme Principal Learning Outcomes

- The programme has the following principal learning outcomes:
- Plan, organize and control freight clearing and forwarding undertakings.
- Manage freight clearing and forwarding company resources economically.
- Analyze freight clearing and forwarding activities.
- Analyze company operational business environment.
- Forecast future company situation.

(ii) Purpose of the Qualification

This qualification is intended to a person who will plan, organize and control freight clearing and forwarding undertakings, manage company resources economically, analyze operational business environment and forecast future situation.

(iii) Level Description

This level is characterized by competence involving application of knowledge and skills in a broad range of complex technical

activities, a high degree of personal responsibility and some responsibility for work of others.

(iv) Total Credits: 120

(b) Entry Qualifications:

(i) Possession of Ordinary Diploma in Freight Clearing and Forwarding with at least a C grade from a recognized Institution.

OR

(ii) Possession of any relevant Diploma with a B grade from a recognized Institution and pass the Institute's entry examination.

OR

(iii) Mature Age Entry: Applicants must fulfill the following conditions:

Be at least 25 years old, have completed Form IV with at least four (4) Credits and at least passes in Mathematics and English,

Must have at least four years of experience in Freight Clearing and Forwarding sector and must pass the Institute's entry examination.

OR

(iv) At least two (2) Principal level passes in the Advanced Certificate of Secondary Education in the following subjects Mathematics, Economics, Geography, Physics, Chemistry, Accounting, Commerce with an aggregate of at least 4.5 points plus at least Passes in English Language and Basic Mathematics at Ordinary Level Secondary Education. The applicant would have to attend a ten (10) weeks Institute's bridging course and pass the examination of the course. A fee of Tshs 300,000/= will be paid excluding cost in meals and accommodation.

(c) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per week	Allocated Hrs per week	Total Hrs per Semester	Total Credit
FC 7101	Freight Clearing and Forwarding	8	10	150	15
FC 7102	Managerial Accounting	8	10	150	15
LT 7103	Transport Statistics	6	8	120	12
LT 7104	Transport safety and Security	6	8	90	9
GS 7101	Communication Skills	6	8	90	9
				Total	60

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
GS 7201	Human Resources Management	6	8	120	12
LT 7205	Managerial Economics	6	8	120	12
FC 7201	Inter-Modal Transport	8	10	150	15
FC7108	Transport Finance	6	8	120	12
GS 7202	Research Methodology	6	8	90	9
Total					60
FC 7209	Industrial Training Attachment	Eight (8) Weeks			

SEMESTER III

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
FC 7301	Legal aspects of Shipping	8	10	150	15
FC 7302	Warehouse Management	6	8	120	12
LT 7303	Logistics and Supply Chain Management	6	8	120	12
FC 7304	Transport Marketing	6	8	120	12
GS 7303	Development Studies	6	8	90	9
Total					60

SEMESTER IV

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
FC 7401	Procurement Management	6	8	90	9
FC 7403	Advanced Legal Aspects of Shipping	8	10	150	15
LT 7402	Shipping Economics and International Trade	8	10	150	15
IT 7401	Computing and Applications	6	8	90	9
GS 7405	Quantitative Methods	6	8	120	12
Total					60
FC 7404	Research Project	Eight (8) weeks			

(d) Sponsorship

Aspiring student for the HDFCF programme has to be sponsored by either Higher Education Students' Loans Board or a private sponsor.

(e) Award

On successful completion of the course, candidates who would not like to continue with Level 8 studies are awarded the Higher Diploma in Freight Clearing and Forwarding of the National Institute of Transport.

4.2.1.3 Bachelor's Degree in Freight Clearing and Forwarding – NTA Level 8

(a) Programme Principal Learning Outcomes

The programme's principal learning outcomes are to:

- (i) Plan, organize and control freight clearing and forwarding operations.
- (ii) Set analytic strategies for freight clearing and forwarding organizations.
- (iii) Establish viable small scale enterprises.
- (iv) Promote the growth of the organization.
- (v) Analyze the total transport system in the global context.

(b) Purpose of Qualification

This qualification is intended for a person who will plan, organize and control freight clearing and forwarding operations in a specialized mode of transport. It is also intended for a person who will set analytical strategies for logistics and transport organizations, establish viable small scale enterprises and promote the growth of the organization as well as analyze the freight clearing and forwarding systems in the global context.

(c) Level Description

This level is characterized by competences involving application of knowledge and skills in a wide and unpredictable variety of context with substantial personal responsibility. Also characterized by competences for a person who take responsibility for work of others and responsibility for the allocation of resources, policy planning, execution and evaluation.

(d) Total Credits: 144

(e) Entry Qualifications

Applicants must have a Higher Diploma in Freight Clearing and Forwarding (NTA Level 7).

(f) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
FC 8101	Shipping Principles & Practice	8	10	150	15
FC 8102	Strategic Management	6	8	120	12
FC 8103	Freight Insurance	6	8	120	12
GS 8101	Research Project	4	6	60	6
FC 8104	Handling of Dangerous Goods	8	10	150	15
Total					60

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
FC 8205	Entrepreneurship	6	8	90	9
FC 8206	Customs Procedures and Legal Aspects of Customs	8	10	150	15
FC 8207	Strategic Alliance and Network	6	8	120	12
GS 8208	Ports Management	6	8	120	12
*FC 8209	Rail Transport Management	6	8	120	12
*FC 8210	Road Transport Management	6	8	120	12
*FC 8211	Air Transport Management	8	8	120	12
Total					84

* Optional module (one optional module must be studied).

(h) Award

On successful completion of the programme, the graduates will be awarded a Bachelor's Degree in Freight Clearing and Forwarding of the National institute of Transport.

4.2.1.4 Fee structure for Bachelor's Degree in Logistics and Transport Management and Bachelor's Degree in Freight Clearing and Forwarding

(a) Local student

(b) Direct Payment to the Institute in (Tshs)

S/NO.	ITEM	1ST YEAR	2ND YEAR	3RD YEAR
1	Tuition Fee	825,000.00	825,000.00	825,000.00
2	Institute Examination Fee	21,000.00	21,000.00	21,000.00
3	NACTE Examination Fee	20,000.00	20,000.00	20,000.00
4	Students' Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00
5	Registration Fee	20,000.00	-	-
6	Identity Card	5,000.00	-	-
7	Caution Money	20,000.00	-	-
8	Library Membership Fee	5,000.00	5,000.00	5,000.00
SUB TOTAL		926,000.00	881,000.00	881,000.00

(ii) Direct Payments to the Students in (Tshs)

S/No.	Item	1st Year	2nd Year	3rd Year
1	*Field Work (10,000/= x 56 Days)	560,000.00	560,000.00	560,000.00
2	Books and Stationery Allowance	200,000.00	200,000.00	200,000.00
3	**Meals(5000x238 Days)	1,190,000.00	1,190,000.00	1,190,000.00
4	**Accommodation (400/= x 238 Days)	95,200.00	95,200.00	95,200.00
SUB TOTAL		2,045,200.00	2,045,200.00	2,045,200.00
TOTAL		2,971,200.00	2,926,200.00	2,926,200.00

(b) Foreign Students

(i) Direct payments to the Institute in (US \$)

S/No.	Item	1st Year	2nd Year	3rd Year
1	Tuition Fee	1,485.00	1,485.00	1,485.00
2	Institute Examination Fee	18.00	18.00	18.00
3	NACTE Examination Fee	18.00	18.00	8.00
4	Students' Organization (SONIT) Fee	10.00	10.00	10.00
5	Registration	25.00	-	-
6	Identity Card	10.00	-	-
7	Caution Money	50.00	-	-
8	Library Membership Fee	5.00	5.00	5.00
SUBTOTAL		1,621.00	1,536.00	1,536.00

(ii) Direct Payments to the Student (US \$)

S/No.	Item	1st Year	2nd Year	3rd Year
1	Vocation Allowance	840.00	840.00	840.00
2	Stipend(\$ 12 x52 Weeks)	624.00	624.00	624.00
3	*Field Work (\$ 20x56 Days)	1,120.00	1,120.00	-
4	Books and Stationery Allowance	250.00	250.00	250.00
5	**Meals(\$10 x 238 Days)	2,380.00	2,380.00	2,380.00
6	**Accommodation (\$5x 238 Days)	1,190.00	1,190.00	1,190.00
SUB TOTAL		6,404.00	6,404.00	5,284.00
TOTAL		8,025.00	7,940.00	6,820.00

(iii) Other Costs in (US \$ Covered by Sponsors)

S/NO	Item	1st Year	2nd Year	3rd Year
1	Resident Class C Permit	120.00	-	-
2	*Insurance Cover (Including Health)			

NOTE:

* Minimum recommended figure.

** Figure applicable for those who will be accommodated at the Institute and US \$ as per Current Exchange Rate.

*** Health Insurance Cover: Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute.

4.2.2.0. Diploma Programmes

4.2.2.1 Diploma in Logistics and Transport Management (DLTM) This programme is comprised of three levels – NTA Level 4, 5 and 6.

4.2.2.1.1 Basic Technician Certificate in Logistics and Transport Management Programme - (NTA Level 4)

This is a one year NTA Level 4 – Programme. It is the first year entry programme for a three year Diploma in Logistics and Transport Management (DLTM) NTA level 6 programme.

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:

- (i) Apply knowledge and skills imitatively in logistics and transport operations.
- (ii) Apply knowledge and skills in routine activities of customers in logistics and transport industry.
- (iii) Apply knowledge and skills in dealing with various transports operational documents.
- (iv) Apply basic quantitative techniques in logistics and transport clerical duties.
- (v) Understand the basic socio-economic environment of logistics and transport undertakings.

(b) Purpose of Qualification

This qualification is intended for persons who will perform routine tasks related to logistics and transport operations, handle customer requests, deal with various transport operational documents and apply basic quantitative techniques in logistics and transport clerical duties.

(c) Level Description

This level is characterized by competence involving application of skills and knowledge at routine level.

(d) Total Credits: 120

(e) Entry Qualifications

Applicants must have at least four (4) passes in any subjects except religious subjects in the Ordinary Certificate of Secondary Education Examination (C.S.E.E) or equivalent including Passes in Mathematics and English.

OR

Applicants must have at least four (4) Passes in the Ordinary Certificate of Secondary Education (C.S.E.E.) or equivalent in subjects other than religeous subjects. Applicants who ailed Basic Mathematics and/or English Language would pursue access course in Basic Mathematics and/or English Language for eight (8) weeks before being selected to join the programme. The access course fee is Tshs. 300,000/= excluding cost in meals and accommodation.

(f) **Summary of Modules**

SEMESTER I

Code	Module	Contact Hrs per Week	Allotted Hrs per Week	Total Hrs per Semester	Total Credits
LT 4101	Introduction to Logistics	8	10	150	15
LT 4102	Introduction to Accounting	8	10	150	15
GS 4101	Basic Communication Skills	4	6	90	9
GS 4102	Introduction to Business Mathematics	6	8	120	12
IT 4101	Basic Information Technology	4	6	90	9
				Total	60

SEMESTER II

Code	Module	Contact Hrs per Week	Allotted Hrs per Week	Total Hrs per Semester	Total Credits
LT 4203	Basic Commercial Aspects	4	6	90	9
LT 4204	Elements of Freight Operation	6	8	150	15
LT 4205	Office Practice in Logistics	4	6	90	9
LT 4206	Logistics and Transport Operations	6	8	150	15
LT 4207	Elements of Fleet Management	6	8	120	12
				Total	60
LT 4208	Industrial Training Attachment	Eight (8) (Weeks)			

(g) **Award**

Upon successful completion of the programme, candidates who would not like to continue with NTA Level 5 are awarded the Basic Technician Certificate in Logistics and Transport Management of the National Institute of Transport.

4.2.2.1.2 Technician Certificate in Logistics and Transport Management (CLTM) Programme (NTA Level 5)

This is a one year NTA Level 5 programme. It is a progression second year programme for a three year Diploma in Logistics and Transport Management (DLTM), NTA level 6 programme.

(a) Programme Principal Learning Outcomes

The Technician Certificate in Logistics and Transport Management has the following Principal Learning Outcomes:

- (i) Schedule logistics and transport operations.
- (ii) Set fleet operational performance.
- (iii) Supervise documentation activities.
- (iv) Apply knowledge and skills in maintaining safety and security rules and regulations.
- (v) Apply entrepreneurial skills.
- (vi) Manage logistics systems.

(b) Entry Qualifications

Applicants for this programme should possess a Basic Technician Certificate (NTA Level 4) in Logistics and Transport Management or equivalent qualifications.

OR

Applicants must have at least one (1) Principal level pass in the Advanced Certificate of Secondary Education (A.C.S.E.) in the following subjects Mathematics, Economics, Geography, Physics, Chemistry, Accounting, Commerce with an aggregate point of at least 1.5 point plus Passes in Basic Mathematics and English Language in the Ordinary Certificate of Secondary Education (C.S.E.E.). The applicant would have to attend a bridging programme for eight (8) weeks. The fee for the bridging course is Tsh.300, 000/= excluding other cost of meals and accommodation.

(c) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per Week	Allotted Hrs per Week	Total Hrs per Semester	Total Credits
LT 5101	Introduction to Logistics Management	8	10	150	15
LT 5102	Principles of Physical Distribution	8	10	150	15
LT 5103	Principles of Accounting	6	8	120	12
GS 5101	Introduction to Entrepreneurship	4	6	90	9
IT 5101	Information and Communication Technology	4	6	90	9
				Total	60

SEMESTER II

Code	Module	Contact Hrs per Week	Allocated Hrs per Week	Total Hrs per Semester	Total Credits
LT 5204	Introduction to Transport Planning	8	10	150	15
LT 5205	Principles of Logistics and Transport	8	10	150	15
LT 5206	Supervisory Skills	4	6	90	9
GS 5201	Business Communication Skills	4	6	90	9
GS 5202	Introduction to Business Mathematics and Statistics	6	8	120	12
Total					60
LT 5207	Industrial Training Attachment	Eight (8) Weeks			

(d) Award

Upon successful completion of the programme, candidates who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Logistics and Transport Management of the National Institute of Transport.

4.2.2.1.3 Diploma in Logistics and Transport Management- NTA Level 6

This is a one year NTA Level 6 programme. It is an exit programme for a three year Diploma in Logistics and Transport Management (DLTM).

(a) Programme Principal Learning Outcomes

The Diploma in Logistics and Transport Management has the following principal learning outcomes:

- (i)** Plan and control logistics and supply chain operations,
- (ii)** Establish logistics and supply chain documentation systems,
- (iii)** Maintain operations in accordance with legal and regulatory requirements,
- (iv)** Establish transport equipment procurement and maintenance systems,
- (v)** Apply economic principles to manage logistics and transport operations.

(b) Purpose of the Qualification

This qualification is intended for a person who will plan and control logistics and supply chain operations in accordance with legal and regulatory requirements, establish transport equipment procurement and maintenance systems, supervise travel and tourist services and manage the logistics and transport operations economically.

- (c) **Level Description**
This level is characterized by competence involving application of skills and knowledge in a broad range of activities most of which are non-routine.
- (d) **Total Credits: 120**
- (e) **Entry Qualifications**
Admission to the programme is open to candidates who have NTA level 5 qualifications.
- (f) **Summary of Module**

SEMESTER I

Code	Module	Contact Hrs per Week	Allotted Hrs per Week	Total Hrs per Semester	Total Credits
LT 6101	Management Accounting (Costing)	6	8	120	12
LT 6102	Principles of Economics	6	8	120	12
LT 6103	Business Law	6	8	120	12
GS 6101	Development Studies	6	8	120	12
GS 6102	Business Mathematics and Statistics	6	8	120	12
				Total	60

SEMESTER II

Code	Module	Contact Hrs per Week	Allotted Hrs per Week	Total Hrs per Semester	Total Credits
LT 6201	Logistics and Supply Chain Management	6	8	120	12
LT 6202	Transport Technology	6	8	120	12
LT 6203	Passenger Transport	6	8	120	12
LT 6204	Principles of Management	6	8	120	12
IT 6201	Information and Communication Technology	6	8	120	12
				Total	60

- (g) **Sponsorship**
Aspiring student for the DLTM programme has to be either under private sponsorship or under cost sharing scheme.
- (h) **Award**
On successful completion of the programme candidates are awarded the Diploma in Logistics and Transport Management of the National Institute of Transport.

4.2.2.2 Diploma in Freight Clearing and Forwarding (DFCF) Programme

The Diploma programme is comprises of three levels, NTA Level 4, NTA Level 5 and NTA Level 6.

4.2.2.2.1 Basic Technician Certificate in Freight Clearing and Forwarding (BCFCF) Programme (NTA Level 4)

This is a one year NTA Level 4 – programme. It is the first year entry programme for a three year Diploma in Freight Clearing and Forwarding (DFCF).

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:

- (i) Apply knowledge and skills imitatively in Freight Clearing and Forwarding operations.
- (ii) Apply knowledge and skills on routine activities of customers in Freight Clearing and Forwarding industry.
- (iii) Apply knowledge and skills in dealing with various Freight Clearing and Forwarding operational documents.
- (iv) Apply basic quantitative techniques in Freight Clearing and Forwarding clerical duties.
Understand the basic socio-economic environment of Freight Clearing and Forwarding undertakings.

(b) Purpose of the Qualifications

This qualification is intended for individuals who will perform routine tasks related to freight clearing and forwarding operations, handle customer requests, deal with various freight clearing and forwarding operational documents and apply basic quantitative techniques in freight clearing and forwarding clerical duties.

(c) Level Description

This level is characterized by competence involving application of skills and knowledge at routine level.

(d) Total Credits: 120

(e) Entry Qualifications

Applicants for this programme should have at least four (4) passes in the Ordinary Certificate of Secondary Education Examination (CSEE) or East African Certificate of Education (Ordinary Level) including passes in Basic Mathematics and English Language.

(f) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
FC 4101	Introduction to Transport	8	10	150	15
FC 4102	Introduction to Accounting	8	10	150	15
GS 4101	Basic Communication Skills	4	6	90	9
GS 4102	Introduction to Business Mathematics	6	8	120	12
IT 4101	Basic Information Technology	4	6	90	9
Total					60

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credit
FC 4203	Basic Commercial Aspects	4	6	90	9
FC 4204	Customer Care	6	8	120	12
FC 4205	Office Practice in Logistics	4	6	90	9
FC 4206	Introduction to Freight Clearing and Forwarding procedures	8	10	150	15
FC 4207	Introduction to Customs Procedures	8	10	150	15
Total					60
FC 4208	Industrial Training Attachment	Eight (8) Weeks			

(g) Award

On successful completion of the modules, candidates who would not like to continue with NTA Level 5 are awarded the Basic Technician Certificate in Freight Clearing and Forwarding of the National Institute of Transport.

4.2.2.2.2 Technician Certificate in Freight Clearing and Forwarding (CFCF) Programme (NTA Level 5)

This is a one year NTA Level 5 programme. It is a progression second year programme for a three year Diploma in Freight Clearing and Forwarding (DFCF).

(a) Programme Principal Learning Outcomes

The programme has the following principal learning outcomes:

- (i)** Schedule logistics and transport operations.
- (ii)** Utilize operational fleet.
- (iii)** Supervise trade documentation activities.
- (iv)** Execute import and export activities according to customs legal framework.
- (v)** Apply entrepreneurial skills.
- (vi)** Manage logistics systems.

(b) Purpose of Qualification

This qualification is intended for a person who will schedule freight clearing and forwarding operations, ensure efficient utilization of operational fleet, maintain safety and security of freight, manage freight clearing and forwarding, activities according to rules, procedures and regulations.

(c) Level Description

This level is characterized by competence that involves application of skills and knowledge in a range of activities some of which are non-routine, with operational responsibility to execute routine and non-routine activities.

(d) Total Credits: 120

(e) Entry Qualifications

Admission to the programme is open to candidates who have NTA Level 4 qualifications.

OR

Applicants must have at least one (1) Principal level pass in the Advanced Certificate of Secondary Education (A.C.S.E.) in the following subjects Mathematics, Economics, Geography, Physics, Chemistry, Accounting, Commerce with an aggregate of at least 1.5 points plus Passes in Basic Mathematics and English Language in the Ordinary Certificate of Secondary Education (C.S.E.E.).The applicant would have to attend a bridging programme for eight weeks and pass the examination of the programme. The bridging programme fee is Tshs.300, 000.00. Excluding cost in meals and accommodation.

(f) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per Week	Allotted Hrs per Week	Total Hrs per Semester	Total Credits
LT 5101	Introduction to Logistics Management	8	10	150	15
LT 5102	Principles of Physical Distribution	8	10	150	15
LT 5103	Principles of Accounting	6	8	120	12
GS 5101	Introduction to Entrepreneurship	4	6	90	9
IT 5101	Information and Communication Technology	4	6	90	9
Total					60

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
GS 5202	Introduction to Business Mathematics	4	6	90	9
FC 5202	International Customs Tariffs Nomenclature	6	8	120	12
FC 5203	Freight Documentation	8	10	150	15
FC 5204	Customs Clearance Procedures	8	10	150	15
GS 5201	Communication Skills	4	6	90	9
Total					60
FC 5207	Industrial Training Attachment			Eight (8) Weeks	

(g) Award

On successful completion of the modules, candidates who would not like to continue with NTA Level 6 are awarded the Technician Certificate in Freight Clearing and Forwarding of the National Institute of Transport.

4.2.2.2.3 Diploma in Freight Clearing and Forwarding (NTA Level 6)

This is a one year NTA Level 6 programme. It is an exit programme for the three year Diploma in Freight Clearing and Forwarding (DFCF) programme.

(a) Programme Principal Learning Outcomes

The programme has the following principal learning outcomes:

- (i)** Plan and control freight clearing and forwarding operations and
- (ii)** Supervise shipping and port operations.
- (iii)** Maintain operations in accordance with legal and policy requirements.
- (iv)** Establish transport equipment procurement and maintenance systems.
- (v)** Apply economic principles to manage logistics and transport operations.

(b) Purpose of Qualification

This qualification is intended for a person who will conduct a wide-range of freight clearing and forwarding activities including operational and some managerial functions.

(c) Level Description

This level is mainly characterized by competence involving application of skills and knowledge in a broad range of activities related to freight clearing and forwarding operations, most of which are non-routine.

(d) Total Credits: 120

(e) Entry Qualifications

Admission to the programme is open to candidates who have NTA level 5 qualifications.

(f) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
LT 6101	Management Accounting (Costing)	6	8	120	12
LT 6102	Introduction to Economics	6	8	120	12
LT 6103	Business Law	6	8	120	12
GS 6101	Development Studies	6	8	120	12
GS 6102	Business Mathematics and Statistics	6	8	120	12
Total					60

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
GS 6201	Business Mathematics and Statistics	6	8	120	12
FC 6202	Shipping Principles and Practice	6	8	120	15
FC 6203	Port Operations	4	6	90	9
FC 6204	Principles of Management	6	8	120	12
IT 6201	Information and Communication Technology	6	8	120	12
Total					60

(g) Sponsorship

Aspirants have to be either under private sponsorship or cost sharing scheme.

(h) Awards

On successful completion of the modules, candidates are awarded the Diploma in Freight Clearing and Forwarding of the National Institute of Transport.

4.2.2.2.4 Fee Structure for the Diploma in Logistics and Transport Management and Diploma in Freight Clearing and Forwarding

- (a) Local students Under Cost sharing Scheme**
(i) Direct Payments to the Institute in TShs.

S/No.	Item	NTA Level 4 (1st Year)	NTA Level 5 (2nd Year)	NTA Level 6 (3rd Year)
1	Tuition Fee	150,000.00	221,000.00	221,000.00
2	Institute Examination Fee	21,000.00	21,000.00	21,000.00
3	NACTE Examination Fee	15,000.00	15,000.00	15,000.00
4	Students' Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00
5	Registration Fee	20,000.00	20,000.00	-
6	Identity Card	5,000.00	5,000.00	-
7	Caution Money	20,000.00	20,000.00	-
8	Library Membership Fee	5,000.00	5,000.00	5,000.00
9	Hire Institute Bed and Mattress	10,000.00	10,000.00	-
	TOTAL	256,000.00	327,000.00	272,000.00

- (ii) Direct Payments to the Student (Parent/Guardian Contribution)**

S/No.	Item	1 st Year	2 nd Year	3 rd Year
1	Books and Stationery Allowance	120,000.00	120,000.00	120,000.00
		120,000.00	120,000.00	120,000.00

(b) Under Private Sponsorship

(i) Direct Payment to the Institute in (Tshs)

S/No.	Item	1st Year	2nd Year	3rd Year
1	Tuition Fee	541,000.00	546,000.00	546,000.00
2	Institute Examination Fee	21,000.00	21,000.00	21,000.00
3	NACTE Examination Fee	15,000.00	15,000.00	15,000.00
4	Students' Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00
5	Registration Fee	20,000.00	20,000.00	-
6	Identity Card	5,000.00	5,000.00	-
7	Caution Money	20,000.00	20,000.00	-
	SUB TOTAL	632,000.00	637,000.00	592,000.00

(ii) Direct Payments to the Student in Tshs.

S/No.	Item	1st Year	2nd Year	3rd Year
1	*Field Work (6,000/= x 56 Days)	336,000.00	336,000.00	-
2	Books and Stationery Allowance	120,000.00	120,000.00	120,000.00
3	**Meals (3,700 x238 Days)	880,600.00	880,600.00	880,600.00
4	** Accommodation (400/= x238 Days)	95,200.00	95,200.00	95,200.00
	SUB TOTAL	1,431,800.00	1,431,800.00	1,095,800.00
	TOTAL	2,063,800.00	2,068,800.00	1,687,800.00

(c) Foreign Students

(i) Direct payments to the Institute in US \$

S/No.	Item	1st Year	2nd Year	3rd Year
1	Tuition Fee	1,185.00	1,185.00	1,185.00
2	Institute Examination Fee	18.00	18.00	18.00
3	NACTE Examination Fee	15.00	15.00	15.00
4	Students' Organization (SONIT) Fee	10.00	10.00	10.00
5	Registration Fee	25.00	25.00	-
6	Identity Card	10.00	10.00	-
7	Caution Money	50.00	50.00	-
	SUBTOTAL	1,313.00	1,313.00	1,228.00

(ii) Direct Payments to the Student in US \$.

S/No.	Item	1st Year	2nd Year	3rd Year
1	Vacation Allowance	700.00	700.00	700.00
2	Stipend (10 x52 Weeks)	520.00	520.00	520.00
3	*Field Work (\$ 15x 56 Days)	840.00	840.00	-
4	Books and Stationery Allowance	150.00	150.00	150.00
5	** Meals (\$7 x 238 Days)	1,666.00	1,666.00	1,666.00
6	** Accommodation (\$ 5 x238 Days)	1,190.00	1,190.00	1,190.00
SUBTOTAL		5,066.00	5,066.00	4,226.00
TOTAL		6,379.00	6,379.00	5,454.00

Other Costs (in US \$ are Covered by the Sponsors)

S/NO	Item	1st Year	2nd Year	3rd Year
1	Resident Class C Permit	120	-	-
2	*Insurance Cover (Including Health)			

NOTE:

Bold items – a student who joins at NTA Level 5 (year 2) shall pay these costs. Under Cost sharing Scheme, the Institute will provide meals and accommodation according to government rules and regulations.

* Minimum recommended figure.

** Figure applicable for those who will be accommodated at the Institute and US \$ as per Current Exchange Rate.

*** Health Insurance Cover: Students will arrange with their respective sponsors//Guardian//Parents before joining the Institute.

4.2.3 Staff Members

Head of Department

Ms. Mary Mashoke - M.A. (UDSM), BA. Ed. (UDSM), Dip. Ed. (Kigurunyembe, TTC), Advanced Certificate in Logistics (Dresden International University-Germany).

Assistant Heads:

Assistant Head - (Logistics and Transport Management Section)

Mr. Batholomew Marcel – MA (UDSM) , BA Statistics (UDSM).

Assistant Head - (Freight Clearing and Forwarding Section)

(Vacant)

Lecturers

Mr. Elifadhili E. Mgonja- MSc. Finance (Strathclyde), PGDM (IDM), ADTM (NIT), Dip. Ed. FCILT (UK), FTILT (Tanzania).

Mr. Eliezer G.H Msonge- MBA (UDSM), B. A. (UDSM).

Mr. Ally Mkunza- MSc. Transport Management (Cranfield U.K.), ADTM (NIT), MCLT (UK).

Assistant Lecturers

Mrs. Nelly K. Mtaki- MSc. Port Management (WMU, Sweden), MBA (IDM), PGDM (IDM), Dip. Shipping Management (NSA, Norway), ADTM (NIT) FCILT (UK), MTILT (Tanzania).

Mr. Charles M.P. Rugarabamu - MTM (Sydney-Australia), B.A. Ed. (UDSM), Dip. Ed. (DSM). MCILT (UK), MTILT (Tanzania).

Ms. Elizabeth S. Chingalame - MSc. Shipping Management (WMU, Sweden), MBA (UDSM), PGDM (IDM), ADTM (NIT), MCILT (UK), MTILT (Tanzania).

Mr. Giliard W. Ngewe - MBA (MU), PGDSC (UDSM), ADTM (NIT), MCILT

Ms. Kissa Killagane – MBA. (UDSM), Bsc. Ed. (UDSM) Dip.Ed. (Kleruu T.T.C.).

Mr. Vitus Chubwa - Msc. Port Operations Management (University of Antwerp), BA. Economics (UDSM).

Mr. Hamad Abdallah- MSc. Civil Engineering (Cherkassy University), FTC (Karume).

Mr. Simon Lushakuzi Shaaban – MBA (MU), ADTM (NIT), MCILT(UK).

Mr. Walter K. Eliakunda – MBA (UDSM), B. Comm. (UDSM).

Mr. Juma Fimbo – MBA Marketing (MU), ADDBA – Materials Management (IDM)

Tutorial Assistants

Tatu Salum - ADFCF (NIT)

Salum Mihayo - ADFCF (NIT)

Mr. Zuberi Gurisha – ADTM (NIT).*

Mr. Alex Butogo – ADFCF (NIT)

* On study leave.

4.3 AUTOMOBILE ENGINEERING DEPARTMENT

The department is responsible for planning, organizing and conducting of Automobile Engineering related programmes. The department has

endeavored to develop its performance and ensure excellence in education and training, scientific research and consultancy services in the automobile engineering field. It creates an intellectual forum for various disciplines of the Mechanical, Electrical, Automobile Engineering Sciences and Technology.

Currently, the department conducts two programmes: a Bachelor's Degree in Automobile Engineering and a Diploma in Automobile Engineering.

4.3.1 Bachelor's Degree in Automobile Engineering (NTA Level 7 to 8)

(a) Higher Diploma in Automobile Engineering – NTA Level 7

This is an entry point to the Bachelor's Degree programme. Its duration is two years.

(i) Programme Principal Learning Outcomes

The principal learning outcomes of the programme are as follows:

- Apply scientific and technological principles in designing and developing Automotive Engineering and Technology.
- Apply technological principles to conduct experiments and tests related to motor vehicle design and performance.
- Use management principles in repair and maintenance of Automobile and related equipment.
- Apply scientific and mathematical principles in solving computational problems in Automobile Engineering.
- Communicate and respond to customers' needs by written, verbal, graphical and electronic means.

(ii) Purpose of Qualification

A graduate of this programme will be able to do tasks that involve application of knowledge and skills in a broad range of automobile engineering and related activities. The qualification is therefore intended for persons who will:

- Apply scientific technological principles in designing and developing automotive systems to address problems in Automotive Engineering and Technology.
- Apply technological principles to conduct experiments and tests related to motor vehicle design and performance.

- Use management principles in repair and maintenance of Automobile and related equipment.
- Apply scientific and mathematical principles in solving computational problems in Automobile Engineering.
- Communicate and respond to customers' needs by written, verbal, graphical and electronic means.

(iii) Level Description

This level (NTA level 7) is characterized by competences involving application of knowledge and skills in a broad range of complex technical activities, a high degree of personal responsibility and some responsibility for the work of others.

(iv) Total Credits: 389

(b) Entry Qualifications

Aspiring students should have the following qualifications:-

- (i)** Applicants must possess Ordinary Diploma in Automobile Engineering with at least C grade or FTC with at least C grade.
- (ii)** Possession of Ordinary Diploma in Automobile Engineering or Equivalent with at least C grade and pass the Institute's entry examination.

OR

- (iii)** Mature Age Entry: Applicants must fulfill the following conditions:
Be at least 25 years old,
had completed Form IV with at least four (4) passes including a pass in Mathematics, Physics, Engineering Science and English language.
Must have at least four years experience in Automobile or Mechanical Engineering sector and must pass the Institute's entry examination.

OR

- (iv)** Possession of at least two (2) Principal level passes in the Advanced level Certificate of Secondary Education in Mathematics, Physics and Chemistry subjects with an aggregate of at least 4.5 points.

(c) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
AE 7101	Engineering Thermodynamics	4	6	90	9
AE 7102	Mechanics of Machines	5	8	120	12
AE 7103	Automobile Development	8	10	150	15
AE 7104	Manufacturing Technology	8	10	150	15
GS 7101	Linear Algebra and Complex Numbers	4	6	90	9
GS 7102	Communication Skills for Engineers	4	6	90	9
IT 7101	Computing and Applications	5	8	120	12
Total					81

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
AE 7205	Auto Engineering Design and Drawing	8	12	180	18
AE 7206	Internal Combustion Engine	6	8	120	12
AE 7207	Automobiles Fuels and Lubricants	3	6	90	9
AE 7208	Advanced Steering and Suspension Systems	6	8	120	12
AE 7209	Fluid Mechanics	4	8	120	12
AE 7210	Strength of Materials	6	8	120	12
GS 7203	Differential Calculus	6	10	150	15
IPT 1	Industrial Practical Training 1	8 weeks			10
Total					100

SEMESTER III



SEMESTER IV

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
AE 7416	Control Engineering	8	10	150	15
AE 7417	Automobile Maintenance Management	5	8	120	12
GS 7406	Probability and Statistics	6	8	120	12
GS 7407	Development Studies	4	8	120	12
GS 7408	Research Methodology	4	6	90	9
IPT 11	Industrial Practical Training II	8 weeks			10
Total					70

***Electives Modules**

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
*AE 7418	Agricultural Tractors and Implement Technology	8	12	180	18
*AE 7419	Vehicle Safety and Comfort Technology	8	12	180	18
*AE 7420	Trucks, Tractors and Heavy Duty Equipment	8	12	180	18
Total					54

- (g) **Award**
On successful completion of the course, candidates who would not like to continue with NTA LEVEL 8 studies are awarded the Higher Diploma in Automobile Engineering of the National Institute of Transport.

4.3.2 Bachelor's Degree in Automobile Engineering NTA-Level 8

Programme Principal Learning Outcomes

(a) **The principal learning outcomes of the programme are as follows:**

- (i) Conduct research on development of Advanced Automobile Systems and related technological issues to improve their performance.
- (ii) Apply management principles and procedures to establish, develop, and deploy Automobile Engineering resources according to established policies, budget and business needs.
- (iii) Analyze the improvements made on advanced automobile engineering systems to enhance their performance.
- (iv) Analyze the impact of Automobile Technological development to the environment and society.
- (v) Use the information on Automobile Engineering and related Technology to produce quality reports.

(b) **Purposes of the Qualification**

The purposes of the qualification are to:

- (i) Conduct research on development of Advanced Automobile Systems and related technological issues to improve their performance.
- (ii) Apply management principles and procedures to establish, develop, and deploy Automobile Engineering resources according to established policies, budget and business needs.
- (iii) Analyze the improvements made on advanced automobile engineering systems to enhance their performance.
- (iv) Analyze the impact of Automobile Technological development to the environment and society.
- (v) Use the information on Automobile Engineering and related Technology to produce quality reports.

(c) **Level Description**

This level (NTA level 8) is characterized by competence involving application of knowledge and skills in a wide and unpredictable variety of contexts with substantial personal responsibility, responsibility for the work of others and responsibility for the allocation of resources, work planning, execution and evaluation.

(d) Total Credits 548

The programme has 548 cumulative total Credits i.e. 389 credits from NTA level 7 and 159 credits from NTA Level 8.

(e) Entry Qualifications

Aspirants who have successfully completed a Higher Diploma in Automobile Engineering (NTA Level 7) programme.

(f) Mode of Teaching

The programme is taught through lectures supplemented by seminars, group discussions, video shows, industrial study tours, and occasional lectures by practicing professionals and fieldwork training. Fieldwork supervisors are assigned to students for guidance.

(f) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
AE 8101	Automobile Design and Development	8	10	150	15
AE 8102	Engine Management	8	10	150	15
AE 8103	Engineering Management	4	8	120	12
AE 8104	Environment and Safety Engineering	4	8	120	12
				Total	54

* The difference between allocated hours and contact hours are hours for independent study.

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
AE 8205	Road Transport Studies	5	8	120	12
GS 8201	Laws for Engineers	4	8	120	12
AE 8206	Project Work	7	10	150	15
GS 8202	Entrepreneurship	4	8	120	12
				Total	51

SEMESTER III

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
*AE 8207	Computer Aided Manufacturing (CAM)	8	10	150	15
*AE 8208	Project Management	5	8	120	12
*AE 8209	Road Traffic Accident Investigations	5	8	120	12
*AE 8210	Engine Diagnostic and Testing Methods	8	10	150	15
Total					54

***Elective Modules**

(h) Sponsorship

Aspiring students for the BAE programme have to be sponsored by either Higher Education Students' Loans Board or by a private sponsor.

(i) Award

On successful completion of the programme, candidates will be awarded the Bachelor's Degree in Automobile Engineering of the National Institute of Transport.

4.3.3 Fee Structure for Higher Diploma and Bachelor's Degree in Automobile Engineering

(a) Local students

(i) Direct Payment to the Institute in Tshs.

S/No.	Item	1st Year (Foundation Course)	2nd Year	3rd Year	4th Year
1	Tuition Fee	835,000.00	835,000.00	835,000.00	835,000.00
2	Institute Examination Fee	21,000.00	21,000.00	21,000.00	21,000.00
3	NACTE Examination Fee	20,000.00	20,000.00	20,000.00	20,000.00
4	Students' Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00	10,000.00
5	Registration Fee	20,000.00	-	-	-
6	Identity Card	5,000.00	-	-	-
7	Caution Money	20,000.00	-	-	-
8	Library Membership Fee	5,000.00	5,000.00	5,000.00	5,000.00
SUB TOTAL		936,000.00	891,000.00	891,000.00	891,000.00

(ii) Direct Payments to the Student in Tshs.

S/No	Item	1st Year	2nd Year	3rd Year	4th Year
1	*Field Work (10,000/= x 56)	560,000.00	560,000.00	560,000.00	-
2	Books and Stationery	200,000.00	200,000.00	200,000.00	200,000.00
3	**Meals(5,000/= x238 Days)	1,190,000.00	1,190,000.00	1,190,000.00	1,190,000.00
4	**Accommodation (400/= x 238 Days)	95,200.00	95,200.00	95,200.00	95,200.00
5	Special Faculty Requirement	400,000.00	400,000.00	400,000.00	200,000.00
	SUB TOTAL	2,445,200.00	2,445,200.00	2,445,200.00	1,685,200.00
	TOTAL	3,381,200.00	3,336,200.00	3,336,200.00	2,576,200.00

(b) Foreign Students

(i) Direct payments to the Institute in US \$.

S/No.	Item	Foundation Course 1st Year	2nd Year	3rd Year	4th Year
1	Tuition Fee	750	1,485.00	1,485.00	1,485.00
2	Institute Examination Fee	18	18	18	18
3	NACTE Examination Fee	18	18	18	18
4	Students' Organization (SONIT) Fee	10	10	10	10
5	Registration	25	-	-	-
6	Identity Card	10	-	-	-
7	Caution Money	50	-	-	-
8	Library Membership Fee	5	5	5	5
	SUBTOTAL	886	1,536.00	1,536.00	1,536.00

Direct Payments to the Student in US \$.

S/No.	Item	Foundation Course 1 st Year	2 nd Year	3 rd Year	4 th Year
1	Vocation Allowance	840.00	840.00	840.00	-
2	Stipend(\$ 12x52 Weeks)	624.00	624.00	624.00	624.00
3	*Field Work (\$ 20x56 Days)	-	1,120.00	1,120.00	672.00
4	Books and Stationery Allowance	250.00	250.00	250.00	250.00
5	**Meals(10 x7x34)	2,380.00	2,380.00	2,380.00	2,380.00
6	**Accommodation (5x 7x34)	1,190.00	1,190.00	1,190.00	1,190.00
7	Special Faculty Requirement	325.00	325.00	325.00	160.00
	SUB TOTAL	5,609.00	6,729.00	6,729.00	5,276.00
	TOTAL	6,495.00	8,265.00	8,265.00	6,812.00

Other Costs (US \$ Covered by Sponsors)

S/NO.	Item	1st Year	2nd Year	3rd Year	4th Year
1	Resident Class C Permit	120.00			
2	***Insurance Cover (Including Health)				

NOTE:

Bold items – a student who joins in 2nd year shall pay these costs.

* Minimum recommended figure.

** Figure applicable for those who will be accommodated at the Institute and US \$ as per Current Exchange Rate.

*** Health Insurance Cover: Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute.

- (k) Special Faculty Requirements
 - Blue overall
 - Blue dust coat
 - Blue jungle hats
 - Light blue L/S shirt
 - Industrial boots
 - Rapid fine – line mech pencil 0.5

Profile drawing board
Compass set 2 convex
Triangular reduction scale
Bubmester curve set (3)
Radius/ nuts template
Geometry set

4.3.4 Diploma in Automobile Engineering

This Diploma programme comprises of three levels - NTA Levels 4, 5 and 6

4.3.2.1 Basic Technician Certificate in Automobile Engineering (NTA Level 4)

This is a one year NTA Level 4 programme. It is the first year entry programme for a three year Diploma in Automobile Engineering.

- (a) Programme Principal Learning Outcomes
The programme aims at the following principal learning outcomes:
- (i) Ability to perform simple repairs and maintenance of automobile systems and components.
 - (ii) Ability to use simple trouble shooting instruments.
 - (iii) Ability to communicate routine information effectively.
 - (iv) Ability to apply the basic principles of manufacturing technology.
 - (v) Ability to apply mathematical and engineering principles in automobile engineering practice.
 - (vi) Ability to apply basic entrepreneurial skills.
- (b) **Purpose of Qualifications**
This qualification is intended for individuals who will diagnose faults/troubles in all types of motor vehicles and carry out simple routine repairs and maintenance services efficiently and effectively.
- (c) **Level Description**
This level is characterized by competences involving application of skills and knowledge at routine level.
- (d) **Total Credits: 157**
- (e) **Entry Qualifications**
Applicants must possess at least four (4) passes including passes in Basic Mathematics English Language, Physics and Engineering Science in the Ordinary Certificate of Secondary Education Examination (C.S.E.E).

OR

Possession of at least Division III in the Ordinary Certificate of Secondary Education (C.S.E.E.) with at least Trade Test Grade II (NVTA 111) in Motor Vehicle Mechanics or Fitter and Turner. Those who failed Basic Mathematics and/or English Language

will pursue access course and pass the examination of the course before being selected to join the programme.

Access course tuition fee is Tshs. 300,000.00. excluding other costs of transport ,meals and accommodation.

(f) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per week	Allotted Hrs per week	Hrs per Semester	Total Credits
BCAE 4205	Basic Automobile Engineering II	8	10	150	15
BCAE 4206	Workshop Technology II	8	10	150	15
BCAE 4207	Engineering Drawing II	4	6	90	9
BCAE 4208	Basic Electrical and Electronic Engineering	6	8	120	12
CIT 4202	Basic Computer Applications II	4	6	90	9
CGS 4203	Engineering Mathematics II	4	6	90	9
IPT 1	Industrial Practical Training				10
Total					79

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Hrs per Semester	Total Credits
BCAE 4101	Basic Automobile Engineering I	8	10	150	15
BCAE 4102	Workshop Technology I	8	10	150	15
BCAE 4103	Engineering Drawing I	6	8	120	12
BCAE 4104	Engineering Science	4	6	90	9
BCIT 4101	Basic Computer Applications I	4	6	90	9
CGS 4101	Engineering Mathematics I	4	6	90	9
CGS 4102	Communication Skills I	4	6	90	9
Total					78

(g) Awards

Candidates who have successfully completed the programme and would not like to continue with NTA Level 5 studies are awarded the Basic Technician Certificate in Automobile Engineering of the National Institute of Transport.

4.3.4.2 Technician Certificate in Automobile Engineering-CAE, (NTA Level 5)

This is a one year NTA Level 5 – programme. It is a progression of first year programme to second year, for a three year Diploma in Automobile Engineering (NTA Level 6).

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:

- (i) Ability to carry out simple routine repairs and maintenance of automobile systems and components to include in some cases non-routine maintenance works.
- (ii) Ability to communicate effectively routine and non-routine information.
- (iii) Ability to apply knowledge of mathematical and mechanical principles in automobile engineering practice.
- (iv) Ability to apply principles of management in automobile workshop.
- (v) Ability to make simple machine components.

(b) Purpose of Qualifications

This qualification is intended for individuals who will diagnose simple problems in all types of motor vehicles and carry out corresponding repairs and maintenance efficiently and effectively; be able to communicate effectively through simple reports for routine and non-routine information and will be able to make simple machine components.

(c) Level Description

This level is characterized by competence involving application of skills and knowledge in a range of activities some of which are non-routine. It covers occupations whose main tasks require skills and knowledge to assume operational responsibilities.

(d) Total Credits: 151

(e) Entry Qualifications

Admission to this programme is open to candidates who have achieved NTA level 4 qualifications.

(a) **Summary of Modules**

SEMESTER I

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs Per Semester	Total Credits
CAE 5101	Spark Ignition Engines	6	8	120	12
CAE 5102	Machine Elements and Design I	4	6	90	9
CAE 5103	Engineering Drawing III	4	6	90	9
CAE 5104	Auto Electrical and Electronic Systems	6	8	120	12
CAE 5105	Strength of Materials	4	6	90	9
CAE 5106	Engineering Thermodynamics	4	6	90	9
CGS 5101	Engineering Mathematics III	4	6	90	9
Total					69

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs Per Semester	Total Credits
CAE 5207	Automotive Brake Suspension and Steering Systems	6	8	120	12
CAE 5208	Machine Elements and Design II	4	6	90	9
CAE 5209	Engineering Drawing IV	4	6	90	9
CAE 5210	Automotive Transmission and Drive Train	6	8	120	12
CAE 5211	Computer Aided Drawing (CAD)	6	8	120	12
CAE 5212	Hydraulic and Pneumatic Systems	4	6	90	9
CGS 5202	Engineering Mathematics IV	4	6	90	9
IPT II	Industrial Practical Training	Eight (8) Weeks			10
Total					82

(g) Award

On successful completion of the programme, candidates who would not like to continue with NTA Level 6 studies are awarded the Technician Certificate in Automobile Engineering of the National Institute of Transport.

4.3.2.3 Diploma in Automobile Engineering (NTA Level 6)

This is a one year NTA Level 6 programme. It is a progression from a one year NTA Level 5 (Technician Certificate in Automobile Engineering) programme and a one year NTA Level 4 (Basic Technician Certificate in Automobile Engineering) programme.

(a) Programme Principal Learning Outcomes

The programme aims at the following principal learning outcomes:

- (i) Ability to carry out diagnosis of automobile and perform routine and non-routine repairs and maintenance works of all types of vehicles and equipment related to road construction, mining earth moving, and marine works.
- (ii) Ability to apply basic principles of workshop management and ICT in relation to automobile engineering practice.
- (iii) Ability to apply knowledge of business principles to establish and run a small enterprise.
- (iv) Ability to apply technical knowledge and understanding in observing high standards of quality, safety and environmental protection while performing automobile engineering works.

(b) Purpose of Qualification

This qualification is intended for persons who will diagnose problems in all types of motor vehicles for challenging repairs and overhauls and non-routine maintenances; be able to plan maintenance, organize and manage workshop activities.

(c) Level Description

This level is characterized by competences involving application of skills and knowledge in a broad range of work activities most of which are non-routine.

(d) Total Credits: 156 and Elective Credits 48

(e) Entry qualifications

Admission into this programme is open to candidates who possess NTA level 5 qualifications.

(f) Summary of Modules

SEMESTER I

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs Per Semester	Total Credits
DAE 6101	Compression Ignition Engines	6	8	120	12
DAE 6102	Measurements and Control Systems I	4	6	90	9
DAE 6103	Automobile Body Works	6	8	120	12
DAE 6104	Automobile Air Conditioning, Ventilation and Heating Systems	4	6	90	9
DAE 6105	Workshop Management I	4	6	90	9
DAE 6106	Motor vehicle Inspection and Driver Examination I	8	10	150	15
DGS 6107	Environmental Studies	4	6	90	9
DAE 6108	Project I	2	6	90	9
Total					84

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs Per Semester	Total Credits
DAE 6209	Automobile Computer System and Emission Control	6	8	120	12
DAE 6210	Measurements and Control Systems II	4	6	90	9
DAE 6211	Vehicle Inspection and Driver Examination II	8	10	150	15
DAE 6212	Road Transport Operations	4	6	90	9
DGS 6213	Entrepreneurship for Technician	4	6	90	9
DGS 6201	Development Studies	4	6	90	9
DAE 6214	Project II	2	6	90	9
Total					72

***ELECTIVES**

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs per Semester	Total Credits
*DAE 6215E	Farm Tractors and Power Engineering	6	8	120	12
*DAE 6216E	Road safety and Accidents Studies	6	8	120	12
*DAE 6217E	Road Construction and Mining Heavy Equipment	6	8	120	12
*DAE 6218E	Cargo Handling Systems and Equipment	6	8	120	12
				Total	48

*** ELECTIVES**

(g) Sponsorship

Aspiring candidate for this programme has to be either under private sponsorship or cost sharing scheme.

(h) Awards

On successful completion of the programme, candidates are awarded the Diploma in Automobile Engineering of the National Institute of Transport.

Fee Structure for the Diploma in Automobile Engineering

(1) Local student

(a) Under Cost sharing Scheme

(i) Direct Payments to the Institute in TShs.

S/No	Item	NTA Level 4	NTA Level 5	NTA Level 6
		(1st Year)	(2nd Year)	(3rd Year)
1	Tuition Fee	150,000.00	221,000.00	221,000.00
2	Institute Examination Fee	21,000.00	21,000.00	21,000.00
3	NACTE Examination Fee	15,000.00	15,000.00	15,000.00
4	Students' Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00
5	Registration Fee	20,000.00	20,000.00	-
6	Identity Card	5,000.00	5,000.00	-
7	Caution Money	20,000.00	20,000.00	-
8	Library Membership Fee	5,000.00	5,000.00	5,000.00
9	Hire Institute Bed and Mattress	10,000.00	10,000.00	-
SUB - TOTAL		256,000.00	327,000.00	272,000.00

(ii) Direct Payments to the Student (Parent/Guardian Contribution)

S/No.	Item	1st Year	2nd Year	3rd Year
1	Books and Stationery Allowance	120,000.00	120,000.00	120,000.00
2	Special Faculty Requirement	350,000.00	100,000.00	100,000.00
SUB-TOTAL		470,000.00	220,000.00	220,000.00
TOTAL		726,000.00	547,000.00	492,000.00

(B) Under Private Sponsorship

(i) Direct Payment to the Institute in Tshs.

S/No.	Item	1st Year	2nd Year	3rd Year
1	Tuition Fee	601,000.00	606,000.00	606,000.00
2	Institute Examination Fee	21,000.00	21,000.00	21,000.00
3	NACTE Examination Fee	15,000.00	15,000.00	15,000.00
4	Students' Organization (SONIT) Fee	10,000.00	10,000.00	10,000.00
5	Registration Fee	20,000.00	20,000.00	-
6	Identity Card	5,000.00	5,000.00	-
7	Caution Money	20,000.00	20,000.00	-
SUB TOTAL		692,000.00	697,000.00	652,000.00

(ii) Direct Payments to the Students in Tshs.

S/No.	Item	1st Year	2nd Year	3rd Year
1	*Field Work (6,000/= x 56 Days)	336,000.00	336,000.00	-
2	Books and Stationery Allowance	120,000.00	120,000.00	120,000.00
3	**Meals (3700/= x 238 Days)	880,600.00	880,600.00	880,600.00
4	Accommodation (400/= x 238 Days)	95,200.00	95,200.00	95,200.00
5	Special Faculty Requirement	350,000.00	100,000.00	100,000.00
SUB TOTAL		1,781,800.00	1,531,800.00	1,195,800.00
TOTAL		2,473,800.00	2,228,800.00	1,847,800.00

(b) Foreign Students
(i) Direct payments to the Institute in US \$.

S/No.	Item	1st Year	2nd Year	3rd Year
1	Tuition Fee	1,185.00	1,185.00	1,185.00
2	Institute Examination Fee	18.00	18.00	18.00
3	NACTE Examination Fee	15.00	15.00	15.00
4	Students' Organization (SONIT) Fee	10.00	10.00	10.00
5	Registration	25.00	25.00	25.00
6	Identity Card	10.00	10.00	-
7	Caution Money	50.00	50.00	-
	SUB - TOTAL	1,313.00	1,313.00	1,253.00

(ii) Direct Payments to the Student in (US \$.)

S/No.	Item	1st Year	2nd Year	3rd Year
1	Vacation Allowance	700.00	700.00	700.00
2	Stipend (10x52 Weeks)	520.00	520.00	520.00
3	*Field Work (\$ 15 x 56 Days)	840.00	840.00	-
4	Books and Stationery Allowance	150.00	150.00	150.00
5	** Meals (\$7 x 238 Days))	1,666.00	1,666.00	1,666.00
6	** Accommodation (\$ 5 x 238 Days)	1,190.00	1,190.00	1,190.00
7	Special Faculty Requirement	292.00	84.00	84.00
	SUB - TOTAL	5,358.00	5,150.00	4,310.00
	TOTAL	6,671.00	6,463.00	5,563.00

(iii) Other Costs (US \$ Covered by Sponsors)

S/NO	Item	1st Year	2nd Year	3rd Year
1	Resident Class C Permit	120.00	-	-
2	*Insurance Cover (Including Health)			

NOTE:

Under Cost sharing Scheme, the Institute will provide meals and accommodation according to government rules and regulations.

- * Minimum recommended figure.
- ** Figure applicable for those who will be accommodated at the Institute and US \$ as per Current Exchange Rate.
- *** Health Insurance Cover: Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute.

Private sponsors/guardians are requested to provide students with the following:-

1. Books and Stationery Allowance
The recommended amount is Tshs. 100,000/= per annum.
2. Field Work Allowance
An amount of Tshs 280,000/= (i.e. 6,000/= per day) is recommended. Fieldwork duration is 56 days after the second semester.
3. Hostel Accommodation
Local students will be required to pay an amount that will be determined by the Institute for accommodation.
4. Travel Arrangements
Sponsors will be responsible for all traveling expenses.
5. Drawing Instruments
6. The Institute will provide limited facilities for engineering drawing. Students are required to arrange and buy appropriate drawing instruments, as it will be recommended by the Automobile Engineering Department.
7. Dust Coats/Overalls
Students are required to buy at least two dustcoats or overalls once only during their period of study at the Institute for use during workshop practices.

4.3.4.4 Staff Members

Head of Department

Dr. Betram B. Kiswaga – PhD in Mech. Eng. (Technical Univ. of Wroclaw, Poland), MSc. (Technical Univ. of Wroclaw, Poland), FTC (NIT).

Assistant Head

Mr. Aziz A. Mdimi - MSc. Mech. Eng. (RUSSIA), MCILT (U.K)

Lecturers

Dr. Betram B. Kiswaga - PhD in Mech. Eng. (Technical Univ. of Wroclaw, Poland), MSc. in Mech. Eng. (Technical Univ. of Wroclaw, Poland), FTC (NIT).

Dr. Salum K. Chang'waro – PhD in Mech. Eng. (Dortmund, Germany) MSc. in Mech.Eng. (Karl-Marx-Stadt, Chemnitz-Germany), Higher Dip. in Mech. Eng, FTC in Mech. Eng. (Kenya Polytechnic, Nairobi, Kenya) Eng. Aziz A. Mdimi - MSc. Mech. Eng. (RUSSIA), MCILT (U.K)

Mr. Leonard Sempoli – MBA (ESAMI), ADTM (NIT), FTC in Auto. Eng. (NIT), ACIFT (Germany).

*Ms. Ethel D. Kasembe-MEM (UDSM), Bsc Mech. Eng. (UDSM)

Assistant Lecturers

Mr. Robert F. Lyimo–Msc.Transportation Eng. (Netherlands), B.Tech (India).

*Mr. Amon C. Mwasandube – MSc. Mech. Eng. (GDANSK, POLAND).

Mr. Chard D.S. Wemba – MSc. Mech. Eng. (USSR), Dip. Ed. (Kleruu).

Mr. Hans. Mwaipopo – MSc Auto. Eng. (USSR), FTC in Auto. Eng. (NIT).

Mr. Charles Kisunga – MSc. Mech. Eng. (Mariupol Mec. Inst. UKRAINEI), FTC in Auto. Eng. (Arusha Tech.).

Mr. Patrick J. Mwakasungu – MSc. Transport Eng. Economics (Saint – Petersburg State University, USSR), Dip. In Auto. Eng. (Sweden- SAAB SCANIA TRAINING SCH.), FTC in Auto. Eng (NIT), MCILT (UK).

Ms. Felista Kalatula - MEM (UDSM), BSc. Elec. Eng. (UDSM).

Mr. Benjamin W. Ndimila – Msc. Eng. (Khakor).

Mr. John N.P. Mahona – MEM (UDSM), BSc Mech. Eng. (UDSM).

Mr. Jonathan M.T. Urío – MEM (UDSM), PGD(EM)(UDSM), ADTM (NIT), FTC in Auto. Eng. (NIT).

Mr. Ignas Mbatia - HND-Mech. Eng. (U.K.), HD Auto Eng. (U.K.).

Senior Tutors I

Mr. Fidelis A. Mwakyusa – Cert. in Ed. (Kleruu), FTC in Auto Eng. (NIT).

Mr. Henry J. Kunyatila – BSc.- Mech. Eng. (UDSM), Cert. in Industrial Training, (Germany).

Tutor I

Mr. Ibrahim Shamte - FTC in Elect. Eng. (Dar.Tech.), Cert. in Electrical Eng. (HPTC).

Tutor II

*Mr. Patrick O. Makule - Dip. Auto. Eng. (NIT), FTC in Mech. Eng. (Mbeya Tech.) Cert. In Electronic Control Fuel Injection and automatic gearbox (Nakawa-Uganda)

Tutorial Assistant

Mr. Paul Wilson - BSc. in Elect. Eng. (UDSM).

Mr. Jerve Malaki - Dip. Auto. Eng. (NIT).

Assistant Instructors

- *Mr. Mhoja Mahona - Dip. Auto. Eng. (NIT).
- Mr. Florian Ifunya - Dip. in Auto Eng. (NIT).
- Mr. William Venge - Dip. in Auto. Eng. (NIT).
- Mr. Nyimila Anosisye - FTC in Mech. Eng. (Mbeya Tech.).
- Mr. Phelician Millinga - Dip. in Auto. Eng. (NIT).
- Mr. Fikeni Mpungu - Dip. in Auto. Eng. (NIT).

*On study leave

4.4 INFORMATION AND COMMUNICATION TECHNOLOGY AND LEARNING RESOURCES DEPARTMENT

This department is responsible for organising and managing the teaching of Information and Communications Technology related modules which are taught to different programmes which are in other departments, conducting ICT programmes and for providing Learning Resources and related services.



Graduates during graduation ceremony

4.4.1 Diploma in Information Technology (DIT)

(a) Programme objectives

This is a two year programme designed to train students who are expected to acquire knowledge and skills for routine operations necessary for working as Information Technology (IT) professionals. The programme is also designed to prepare IT staff for further training.

(b) Entry Qualifications

Eligible applicants are those who have completed a Certificate in Information Technology programme from any recognized Institution.

OR

The applicant must have an Ordinary a Certificate in Secondary Education Examination (CSEE) with at least four (4) passes including passes in Basic Mathematics and English language.

YEAR 1 Programme Structure

SEMESTER I

Code	Module	Contact Hrs per week	Allotted* Hrs per week	Total Hrs Per Semester	Total Credits
DIT 1101	Introduction to Computer Architecture	6	10	150	15
DIT 1102	Data Structure and Algorithms	8	8	120	12
DGS 1105	Communication Skills	4	6	90	9
DIT 1103	Computing Mathematics 1	4	6	90	9
DIT 1104	Operating Systems	8	10	150	15
DIT 1106	Office Automation	8	10	150	15
				Total	70

*The difference between allocated hours and contact hours are hours for independent study.

SEMESTER II

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs Per Semester	Total Credits
DIT 1101	System Analysis and Design	6	8	120	12
DIT 1202	Object Oriented programming	8	10	150	15
DIT 1203	Database Systems	8	10	1500	15
DGS 6304	Development Studies	4	6	90	9
DIT 1204	Networking	4	6	90	9
				Total	60
DIT 1205	- Field Work	-	Eight (8) Weeks		

YEAR 2

SEMESTER III

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs Per Semester	Total Credits
DIT 2101	Software Development	6	8	120	12
DIT 21202	Design and Implementation of Web Pages	6	8	120	12
DIT 2103	Fundamentals of Computerized Accounting	8	10	150	15
DIT 2104	Computing Mathematics II	4	6	90	9
OPTION	*	6	8	120	12
Total					60

***Optional Module**

OPTION MODULES

Code	Module
*CTLM 4101	Introduction to Economics and Transport
*DLTM 6304	Logistics and Supply Chain Management
*CTLM 4103	Sales and Marketing Management

Each student must study at least one optional Modules.

SEMESTER IV

Code	Module	Contact Hrs per week	Allotted Hrs per week	Total Hrs Per Semester	Total Credits
CGS 5206	Entrepreneurship	6	8	90	9
CGS 203	Business Statistics	6	8	90	9
DIT 2201	E-Commerce	8	10	150	15
DIT 2202	Major Project	24	30	300	30
Total					63

- (b) **Sponsorship**
Aspiring candidate for this programme has to be privately sponsored.
- (c) **Award**
On successful completion of the programme, candidates are awarded the Diploma in Information Technology of the National Institute of Transport.
- (d) **Fee Structure** for the Certificate and Diploma in Information Technology

(A) Under Private Sponsorship
(i) Direct Payments to Institute in Tshs.

S/No	ITEM	1ST YEAR	2ND YEAR
		AMOUNT	AMOUNT
1	Tuition Fee	586,000.00	586,000.00
2	Institute Examination Fee	21,000.00	21,000.00
3	Students' Organization (SONIT) Fee	10,000.00	10,000.00
4	Registration	20,000.00	-
5	Library Membership Fee	5,000.00	5,000.00
6	Identity Card	5,000.00	-
7	Caution Money	20,000.00	-
SUBTOTAL		667,000.00	622,000.00

(ii) Direct payment to the student in Tshs by Parents/Guardians

S/No	ITEM	AMOUNT	AMOUNT
1	*Field Work (5,000/= x 56 Days)	280,000.00	280,000.00
2	Books and Stationery Allowance	120,000.00	120,000.00
3	**Meals (3,700/= x 238 Days)	880,600.00	880,600.00
4	** Accommodation (400/=x 238)	95,200.00	95,200.00
SUB - TOTAL		1,375,800.00	1,375,800.00
TOTAL		2,042,800.00	1,997,800.00

(2) Foreign Student

(i) Direct payment to the Institute in US \$.

S/No	ITEM	AMOUNT	AMOUNT
1	Tuition Fee	1,200.00	1,200.00
2	Institute Examination Fee	18.00	18.00
3	Students' Organization (SONIT) Fee	10.00	10.00
4	Registration	25.00	-
5	Library Membership Fee	5.00	5.00
6	Identity Card	10.00	-
7	Caution Money	50.00	-
SUB TOTAL		1,318.00	1,233.00

(ii) DIRECT PAYMENTS TO THE STUDENT IN US \$.

S/NO	ITEM	1ST YEAR	2ND YEAR
1	Vacation Allowance	700.00	700.00
2	Stipend (10 x52 Weeks)	520.00	520.00
3	*Field Work (\$ 15 x 56 Days)	840.00	840.00
4	Books and Stationery Allowance	150.00	150.00
5	** Meals (\$7 x 238 Days)	1,666.00	1,666.00
6	** Accommodation (\$ 5 x238 Days)	1,190.00	1,190.00
SUBTOTAL		5,066.00	5,066.00
TOTAL		6,384.00	6,299.00

Other Costs (US \$ Covered by Sponsors)

S/NO	Item	1st Year	2nd Year
1	Resident Class C Permit	120	-
2	***Insurance Cover (Including Health)		

* Minimum recommended figure.

** Figure applicable for those who will be accommodated at the Institute and US \$ as per Current Exchange Rate.

*** Insurance Cover

Students will arrange with their respective sponsors/Guardian/Parents before joining the Institute

4.4.2 Staff Members

Head of Department

Senior Tutor

Mr. Henry J. Kunyatila – BSc. Mech. Eng. (UDSM), Cert. in Industrial Training, (Germany).

Assistant Head of Department

Mr. Isaya Mathew – BSc. Computer Science (UDSM).

Assistant Lecturer

Mr. Hosea E. Mabalwe – MSc. IT & Management (India), PGD. in IT & Management (India), NCC- Dip. in Computer Studies (UK), FTC Auto. Eng. (Arusha Tech. College), Certificate in Computer Maintenance and Repair (UCC-TZ), Certificate-Drivers Instr. (TPQ-DSM).

Senior Tutor I

*Mr. Salvius A. Chungu – PGD in Scientific Computing (UDSM), BSc. Ed. (UDSM), Dip. Ed. (Chang'ombe).

Tutorial Assistants

*Mr. Daud G. Daud - BSc. Computer (Osmania University – India). Advanced Certificate in Logistics (Dresden International University – Germany).
Ms. Leticia Edward - Advanced Diploma in IT (IFM), Postgraduate Dip.In Scientific Computing (UDSM).

Mr. Isaya Mathew – BSc. Computer Science (UDSM).

* On study leave

4.5 GENERAL STUDIES DEPARTMENT

The department is responsible for managing and teaching of general modules, which are taught to different programmes which are in other departments.

4.5.1 The modules which are managed by this department are:

Mathematics.
Development Studies.
Communication Skills.
Entrepreneurship.
Quantitative Methods.
Law,
Statistics and Survey Methods.
Research Methods.
Environmental Studies

4.5.2 Staff Members

Head of Department

Ms. Jane Joseph - M.A. (UDSM), B.A. Ed. (UDSM).

Assistant Head

Mr. Cyprian Mbowe – M.A. (UDSM), B.A. Ed. (UDSM).

Lecturers

Mr. Said A. Tamba – MBA (UDSM), BSc. Ed. (UDSM).

Ms. Jane Joseph - M.A. (UDSM), B.A. Ed. (UDSM).

Assistant Lecturers

Mr. Cyprian Mbowe – M.A. (UDSM), B.A. Ed. (UDSM).

Mr. David M. N.Lung'wecha - M.A. (UDSM), PGD. In Shipping Management (NORWAY), B.A. Ed. (UDSM), MCILT (UK).

Mr. Hans Luambano – M.A. (UDSM), B.A. (UDSM).

Mr. Bathelomew Marcel – M.A (UDSM), B.A Statistics (UDSM).

4.6 ROAD SAFETY DEPARTMENT

4.6.1 Organization of Short Courses

The Department of Road Safety organizes and co-ordinates short duration courses which are run by the Institute. The courses are tailor made to suit customer requirements.

The problems are first identified either by the companies/organizations themselves or through the assistance of the Academic Staff of the Institute. Then seminars and short courses are organized to deliberate on solutions. The duration of each particular course depends on the nature of the identified problem and time clients can spare for the training. However, some of the short courses are conducted regularly and appear on the Institute's calendar for each year as per details contained in section 4.6.2. Teaching of participants in different courses is done by Lecturers/Tutors from other departments.

4.6.2 Short Courses Conducted by the Department Drivers and Transport Officers Course

Objective

To impart knowledge and skills to participants so as to enable them to operate and supervise vehicle operations effectively and efficiently.

Duration

Four weeks

Advanced Drivers Course Grade II (for Industrial Vehicle Drivers)

Objective

To impart knowledge, skills and correct attitude to enable participants to handle Industrial vehicles efficiently and effectively.

Duration

Four weeks

(c) Advanced Drivers Course Grade II (for VIP Drivers)

Objective

To impart knowledge, skills and values for correct attitudes so as to enable participants to provide proper services to VIPs and to handle vehicles safely and effectively.

Duration

Four weeks

(d) Advanced Drivers Course Grade I

Objective

To impart knowledge, skills and values for correct attitudes so as to enable participants to handle vehicles and to exercise some degree of responsibility to their subordinates effectively and efficiently.

Duration

Four weeks

(e) Passenger Service Vehicle (PSV) Drivers Course

Objective

To impart knowledge, skills and values for correct attitudes to enable participants to provide services to passengers, observe safer driving and handle vehicles more efficiently and effectively.

Duration

Ten days

(f) Engine Overhaul (Petrol and Diesel)*

Objective

To impart knowledge and skills on engine overhaul for both petrol and diesel engines.

(g) Auto Electricity*

Objective

To impart knowledge and skills necessary to enable participants to identify electrical faults and rectify them.

(h) Fuel Control and Tyre Care and Maintenance*

Objective

To impart knowledge and skills on tyres and fuel operational characteristics, so as to create awareness of tyre and fuel operational environment for vehicle cost effective operations.

* In most cases, these are tailor-made courses. Their duration depends on the needs of clients.

(i) Vehicle Inspection and Driver Examination (Vehicle Appraisal - Optional) Objectives

To equip participants with skills, procedures, awareness and positive attitude on proper techniques of vehicle inspection and driver examination within the provision of vehicle inspection and driver examination regulations. At the end of the course, the candidate is expected to be able to:

detect and assess minor and serious defects of motor vehicles and motor cycle systems according to the laid down regulations, carry out road accident inspection in correct ways and make a comprehensive technical report, using standard forms and related documents accordingly, Correctly interpret the vehicle technological developments, legislation and instructions as they will be issued from time to time by the vehicle manufacturers, and from the government or its agents.

Carry out tests and inspection on vehicle systems using the inspection facility, which includes specialized equipment used at vehicle inspection centre.

- (j)** Carry out periodic maintenance of vehicle and various equipment used at the vehicle inspection centre.
- (k)** Carry out investigations on causes of road accidents and the extent of damage by determining pre and post accident value of vehicles (appraisal).
- (l)** Demonstrate negotiation skills to carry out negotiation between dealers or garage owners and insurance firms in order to reach a fair judgment in assessing the loss caused by an accident (appraisal).

Duration

Six months.

4.6.3 Awards

Two types of awards are offered to participants depending on the nature of the course attended. Courses that are examined through approved examinations lead to an award of a Certificate of Competence to those who pass examinations. Participants who attend courses which are not examined, at the end of the course are given Certificates of Attendance. Such courses have durations ranging between one day and two weeks.

4.7 RESEARCH, CONSULTANCY AND PUBLICATIONS DEPARTMENT

The Department is responsible for coordinating research, consultancy and publication activities dedicated to the growth of knowledge in the transport and communications sectors. It provides expert/professional advice in relevant fields of sectoral needs.

The Institute charges reasonable fees for consultancy services that it renders to its clients. The department also publishes "The Transporter" a professional Journal of the National Institute of Transport.

4.8. LIBRARY DEPARTMENT

The Institute's library department provides reading facilities to augment class work to the NIT regular students. Currently, the library holds a good collection of library materials which includes books, journals, audio - visual facilities and materials.

5.0. DEPARTMENTS UNDER ADMINISTRATION DIRECTORATE

The Administration Directorate has three departments dealing with Personnel and Administration, Finance and Students Welfare.

5.1. PERSONNEL AND ADMINISTRATION DEPARTMENT

The Personnel and Administration department serves the Institute in the provision of the following services: -

- (a) Staff Recruitment
- (b) Staff Training
- (c) Secretarial Services
- (d) Security
- (e) Staff Welfare
- (f) Registry
- (g) Equipment Maintenance.

5.2. FINANCE DEPARTMENT

This department has two sections under it; that is Accounts and Stores. The role of this department is to provide financial management services that include provision of:

- (a) day to day financial services
- (b) financial reports, payment of workers' salaries and other emoluments.
- (c) Collection of fees and other charges.
- (d) storage and issuance of supplies.

5.3. STUDENTS WELFARE DEPARTMENT

The department of students' welfare is responsible for all activities in connection with students' welfare. These include Students guidance and support, students counseling, accommodation, Effective and timely provisions of learning support, Students safety, sports, policy and procedures for resolving students complaints, and students general welfare.

6.0 * EXAMINATION RULES, REGULATIONS, EVALUATION/ ASSESSMENT SYSTEM AND AWARDS

6.1 EXAMINATION RULES AND REGULATIONS

6.1.1 Introduction

Detailed herein, are the procedures that the National Institute of Transport applies on all matters related to student assessment and awards.

The aim being to inform the academic members of staff, students and other NIT stakeholders, the standing examination rules and regulations pertaining to the examinations conducted by the Institute and their subsequent awards.

6.1.2 Eligibility for Examination

No candidate shall be admitted to any examination in any subject if the respective Head of Department is not satisfied that the candidate has completed at least 75% of the attendance on the semester basis and/or otherwise fulfils the requirements for the course. If such a candidate sits for the paper, his/her results in that paper shall be declared null and void. Depending on the ground of the student's absenteeism, the Head of the respective department shall propose appropriate action to the Institute Examination Committee.

Students who follow the NTA system shall be allowed to do any examination after getting at least forty percent (40%) of continuous assessment marks, in addition to attendance requirements.

6.1.3. Administration of Examination

6.1.3.1 Statutory Power

The National Institute of Transport is empowered to conduct examinations and grant appropriate awards by Parliamentary Act No. 24 of 1982, Part IV.

6.1.3.2 Definitions

(i) Main Examination

Refers to semester examination

(ii) Supplementary Examination

Is a second examination given to a candidate after failing in the semester examination and after failing in examination of a carried-over module subject to conditions stipulated in section 6.2.5 of the Evaluation/Assessment System contained in this document.

* Under review

- (iii) Special Examination**
Examination granted under special acceptable circumstances with directives of the Examination Board.
- (iv) Carried-over subject examination**
Is a third chance given to a student to do examination after failing in semester and supplementary examinations subject to conditions stipulated in section 6.2.5 of the Evaluation/ Assessment System contained in this document. The examination is done after re-studying the respective subject and doing the required continuous assessment.

6.1.4 General Regulations

Every student undertaking studies at the National Institute of Transport for the purpose of earning NIT academic awards must be conversant with and abide by these examination regulations. Student's performance shall be assessed continuously throughout the programme. Such continuous assessment shall include quizzes, tests, individual assignments and group assignments including any other similar means approved by the Examination Board. The weighting of the continuous assessment shall be 40% of the subject/module total marks while the semester examination shall carry 60% of the subjects'/modules' total marks.

It shall be the duty of the Head of Department, the Registrar and the subject Lecturer/Tutor concerned to inform students at the beginning of the programme, of the assessment procedures applied in each subject/module that shall be followed in that programme.

6.1.4.1 Absence from Examination

The Examination Board through the appropriate procedures shall discontinue from studies any candidate who deliberately absents himself/herself from examination(s) without acceptable reasons.

6.1.4.2. Examination Approval Procedures

The Institute shall use the following bodies and systems to approve examinations and ensure that its academic standards are maintained:

- (a) Department Examination Committee**
This Committee shall be constituted by all academic staff members of the respective department and shall ensure that examinations are conducted according to the regulations of the Institute. This committee shall be responsible to the Examiner's meeting.

Responsibilities of the Department Examination Committee

- (i) Review general performance in every subject/module in respect to the curriculum.
- (ii) Provide appropriate recommendations to the Institute Examiner's meeting to rectify anomalies found in any examination.
- (iii) Deliberate on external examiner's recommendations at departmental level.
Report findings and recommendations to the Institute's Examiner's Meeting.

(b) Institute Examiners Meeting

The following members shall form the Examiners Meeting

- (i) Deputy Rector, Academics, Research and Consultancy – Chairperson
- (ii) Heads of Academic Department – Members
- (iii) Internal Examiners – Members
- (iv) External Examiners – Members
- (v) Registrar – Secretary.

Responsibilities of the Examiners' Meeting

- (i) To review the setting of examinations in relation to the curricula
- (ii) To review the marking and performance of the students.
- (iii) To report on findings and recommendations to the Institute's Examination Committee.
- (iv) To deliberate on the examiners' recommendations.

(c) Examination Irregularity Committee

The following members, shall constitute the Examination Irregularity Committee:

- (i) Manager Quality Control and Quality Assurance - Chairperson
- (ii) Dean of students – Member
- (iii) President SONIT - Member
- (iv) Head Logistics and Transport Management – Member
- (v) Head Automobile Engineering Department – Member
- (vi) Head ICT and LT Department
- (vii) Registrar - Secretary

Responsibilities of the Examination Irregularity Committee

- (i) To investigate and ascertain the truth on the student(s) commitment on examination irregularity.
- (ii) To submit recommendations to the Evaluation Committee (internal) for deliberation

(d) Examination Committee of the Institute

The following members shall constitute the Examination Committee:

- (i) Deputy Rector, Academics, Research and Consultancy – Chairperson
- (ii) Heads of Academic Department – Members
- (iii) Dean of Students – Member
- (iv) One appointed member of staff from each of the core Academic Departments.
- (v) SONIT President - Member
- (vi) Registrar – Secretary

Responsibilities of the Examination Committee

- (i) To deliberate on the general examination performance of the Students as submitted by the Examiners' Meeting
- (ii) To discuss any problems that might have been established, in relation to the conduct of examinations.
- (iii) To declare semester examination provisional results.
- (iv) To submit recommendations to the Examination Board.

(e) Examination Board of the Institute

Members of the Examination Board shall include:

- (i) Chairman – any member of the Council provided he/she is not an NIT employee,
- (ii) The Rector – Secretary,
- (iii) Two members of the Council from outside the Institute,
- (iv) The Deputy Rector, Academics, Research and Consultancy – Member,
- (v) The Deputy Rector, Planning, Administration and Finance - Member,
- (vi) The Registrar – Member,
- (vii) Heads of Academic Department – Members,
- (viii) Dean of Students – Member,
- (ix) ASANIT Chairman – Member,
- (x) One appointed member from outside the Institute and President SONIT – Member.
- (xi)

Responsibilities of the Examination Board

- (i) To approve examination results as submitted by the Examination Committee
- (ii) To deliberate and decide on recommendations submitted by the Examination Committee and Appeals Committee.
- (iii) To enhance academic standards
- (iv) To report on its resolutions to the Council.

(f) The Deputy Rector, Academics, Research and Consultancy Responsibilities

- (i) Shall be Chief Examinations Officer
- (ii) Shall approve and appoint external examiners as recommended by Heads of Department.
- (iii) Shall approve student's postponement of examinations as may be recommended by the Dean of Students, the Registrar or the Head of Department.

(g) Registrar's Responsibilities

- (i) Preparation of examination timetables and general timetable for the Institute,
- (ii) Custodian of all examination materials, examinations and final marked scripts,
- (iii) Preparation of the Institute's Prospectus,
- (iv) Processing all examinations, admission and registration of students,
- (v) Preparation of the Institute's Academic Calendar,
- (vi) Submission and collection of final examination scripts from respective external examiners,
- (vii) Displaying of names of candidates eligible for examinations.

(h) Head of Academic Departments' Responsibilities

- (i) Compiles examination results of their respective departments
- (ii) Recommends the recruitment of external examiners
- (iii) Ensures that External Examiners are paid accordingly
- (iv) Assessment of individual subjects
- (v) Coordinates curriculum reviews.

(i) Examination Appeals Committee

(i) Ground of Appeal

Any appeal shall have to be on material issues and shall be in written form accompanied by all relevant and substantive evidence documented and addressed to the Rector. An appeal requiring rechecking or remarking of the script has to be accompanied with a fee of thirty thousand (30,000/=) shillings per script. Such fee shall be revised from time to time and would be non refundable.

(ii) Composition of the Appeals Committee

- Rector – Chairman
- The Deputy Rector, Academics, Research and Consultancy

- Deputy Rector, Planning, Administration and Finance – Member
- All members of the Examination Committee
- Two members who are not members of the Examination Committee.
- Any other invited member as would be appropriate
- Registrar – Secretary

(iii) Time Limit

Any appeal shall be launched within ten (10) working days after publication of the provisional examination results and should be addressed to the Rector.

(iv) Responsibilities of the Appeals Committee

- Receive candidates' appeals.
- Investigate, discuss and submit recommendations to the Examination Board.

(v) Examination Board Decision

The decision or ruling of the Examination Board shall be final and conclusive and shall be communicated by the secretary of the Board to the appellant.

6.1.5. Examination Time-tables

Examinations in all departments shall be held at a time indicated on the semester timetable approved by the Rector according to the Institute's approved Academic Calendar.

Referred candidates will be re-examined in the referred examination papers at a time to be determined by the Registrar and approved by the Rector. A Candidate who for acceptable reasons is unable to sit for the ordinary examination may sit for a special examination at a time fixed for supplementary examinations or at any appropriate time as shall be approved by the Deputy Rector, Academics, Research and Consultancy.

6.1.6 Conduct of Examinations

- (a) All examinations shall be conducted under the supervision and control of the Registrar.
- (b) All semester examinations (theoretical and practical) shall be assessed internally and externally.
- (c) All officers involved in the whole process of handling examinations shall be required to observe secrecy and all expected practices as required by the Examination Rules and Regulations.

6.1.6.1 Conduct of Candidates

- (a) Candidates must be in their respective examination rooms at least fifteen (15) minutes before the start of the examination. No candidate shall be admitted into the examination room after the first half an hour of an examination session commencement.
- (b) No candidate shall be permitted out of the examination room during the first half hour after the examination session has commenced.
- (c) No candidate shall be allowed to leave the examination room temporarily without an escort when examinations are in progress.
- (d) No candidate shall be allowed to communicate with any other candidate without approval of the invigilator.
- (e) Under circumstances that a candidate is unable to do a paper or the entire examination, she/he should communicate in confidence to the Rector through the Dean's office and copy her/his letter to the respective Head of Department and the Registrar before the start of the respective paper or examination.
- (f) Candidates have to write answers to examination questions on the answer booklets provided.
- (g) All used and unused examination stationery must be returned to the invigilator as soon as he/she declares the examination is over who shall hand it over to the Registrar.
- (h) A candidate shall be required to observe all instructions shown on the examination booklet including those given by examiners, invigilators and/or authority responsible for conduct of examinations.

6.1.6.2. Conduct of Invigilators

- (a) Examination invigilators shall be appointed by the Registrar and informed accordingly.
- (b) Invigilators shall be required to carefully observe the time and place of the examination.
- (c) The invigilator shall not leave the examination room unless he/she has asked another Invigilator to take his/her place.
- (d) Invigilators shall not be allowed to explain any question to candidates or communicate with them in any way that may assist candidates to answer the questions.
- (e) Invigilators shall ensure that the sitting plan is maintained. The invigilator should ensure that only approved examination items are allowed in the examination room.
- (f) Invigilators shall submit a report of the conduct of the examination immediately after the examination session is over.

- (g) Failure to invigilate properly and timely shall amount to relevant disciplinary action. In case of any examination irregularity, invigilators shall act accordingly.

6.1.6.3. Conduct of Internal Examiners

- (a) The Deputy Rector, Academics, Research and Consultancy in collaboration with respective Academic Heads of Department shall appoint appropriate subject Lecturers/Tutors who shall act as internal examiners.
- (b) Examiners are supposed to set standard examination and submit the sealed and signed examination paper and a marking scheme to the Registrar seven weeks before the commencement of examinations.
- (c) A standard marking scheme should be attached with marked scripts when being submitted to the external examiner.
- (d) The examiner should submit neat examination question papers.
- (e) The examination question paper should show the code number with corresponding subject, instructions to candidates i.e. time allocated, number of questions to be attempted, materials required, marks awarded for each question and any other requirements.
- (f) The examiner is required to observe high level of confidentiality of examination papers.

6.1.6.4. Conduct of the External Examiners

External examiners shall be appointed on merit for the knowledge and experience appropriate to the course and normally shall be, or recently have been engaged in the examining at the level of course concerned in the modules concerned:-

- (a) The Deputy Rector, Academics, Research and Consultancy shall make appointment in collaboration with the respective Academic Heads of Department.
- (b) The terms of appointment of external examiners shall be as stipulated in the letter of contract.
- (c) External examiners shall be appointed for the examination to which he/she is an expert. The Deputy Rector, Academics, Research and Consultancy and respective Heads may terminate the services of an external examiner for failure to abide by the examiner's rules and regulations.
- (d) External examiners shall be present at the Examiners meeting at which the results of the examinations for all papers shall be tabled.
- (e) In case of differences in awards for the candidates' scripts between the External and Internal Examiners, the following shall apply: Where the difference does not exceed 5 marks, the

external examiner shall be paramount. For a difference of 6 to 10 marks, an average of the two shall be taken. Above 10 marks the two examiners should meet in the presence of the Head of Department for a compromise. Where a compromise is not secured, the matter shall be settled between the Internal Examiner, External Examiner and the Deputy Rector, Academics, Research and Consultancy.

- (f) External Examiners shall present their reports to the Registrar with respect to the syllabus, coverage of the syllabus and standard of examination.
- (g) External Examiners may discuss with the members of the examiners meeting any aspect of the examination proceedings.

6.1.6.5. Examination Irregularity

Examination irregularity is an inappropriate conduct by a student, which impairs academic integrity. Such examination irregularities can include, but not limited to:

- (a) Viewing examination questions prior to sitting for the examination
- (b) Possession of an unauthorized material in the examination such as mobile phones, pieces of written paper, etc.
- (c) Beginning the examination before being authorized.
- (d) Attempting to copy or making reference to unauthorized materials in the examination room.
- (e) Reading another student's answers.
- (f) Distortion and violation of official arranged sitting plan in an examination room.
- (g) Communicating with other students, either verbally or through other means, during the examination without permission from the invigilator.
- (h) Permitting another student to copy from or use one's script (paper)
- (i) Removing examination answer booklets/sheets from the examination room.
- (j) Continuing the examination after being told to stop.
- (k) Failing to comply with any examination rules, regulations or directions given by an invigilator.
- (l) Distracting other examinee's attention.
- (m) Destroying evidence related to any suspected irregularity.
- (n) Impersonation that is hiring an agent(s) to do examination on behalf of the student(s).
- (o) Any type of smuggling of examination related materials inside the examination Rooms.
- (p) Soliciting unfair advantages over other students from internal and /or external Sources
- (q) Writing academic materials in the walls of the examination rooms, desks, garments, toilet walls and other related premises.

6.1.6.6. Handling Examination Irregularities:

If a student is suspected of an examination irregularity, the following procedures shall be followed:

- (a) The invigilator(s) shall approach the student immediately.
- (b) All improper materials shall be confiscated and the student shall be stopped continuing with that examination and the following papers.
- (c) The student shall be required to sign on the invigilator's written facts on the Irregularity issue on the material time and place in front of the invigilator(s). In other words the candidate and one or more Invigilators shall be required to sign an Examination Irregularity form which together with other signed exhibits, as the case may be, and the candidate's examination booklet shall be submitted to the office of the Registrar.
- (d) Failure to sign on the invigilator's Irregularity form or facts sheet shall mean accepting commotion in the Examination room, which is tantamount to violation of examination rules and regulations, and this, may lead to discontinuation from studies.
- (e) The Invigilator shall immediately report the matter to the Registrar.
- (f) The Rector shall suspend the student pending recommendations of the Examination Irregularity Committee.
- (g) The Registrar immediately shall process and present the cases to the Examination Irregularity Committee.
- (h) The Examination Irregularity Committee shall receive, discuss and provide its recommendations to the Examination Committee. The Examination Committee shall receive, discuss and provide its recommendations to the Examination Board. If it is established that the student committed an irregularity, the Examination Board shall expel the student from studies at the Institute. If proved otherwise, the student shall be re-instated accordingly.
- (i) All materials for exhibition shall be fastened or pinned with the withdrawn student's answer booklet.
- (j) Expelled student(s) shall stay away from studies for two years before re-applying to be considered for re-admission.

6.2 EVALUATION/ASSESSMENT SYSTEM

Assessment in all modules shall be by examination and continuous assessment. The semester examinations shall have weighting of 60% in the total assessment and continuous assessment shall have weighting of 40%. There shall be no compensation/transfer of marks from one examination paper to another for any purpose. Every subject will carry only one examinable paper during the semester examination. A candidate shall be declared to have passed if he/she scores:

- (a) 50% of the total marks for, Diploma in information Technology, NTA Level 4 and 5 (Certificate) programmes.
- (b) 45% of total marks for NTA Level 6 programmes.
- (c) 40% of total marks for NTA Level 7 and 8 programmes and
- (d) 40% of the continuous assessment total marks and 40% of examination total marks. For students who follow the NTA system. A student must pass continuous assessment before sitting for examinations.

6.2.1 Tests , Assignments and Quizzes,

Quizzes shall be set at least once per semester to last for at least ten to fifteen minutes while tests shall be set at least twice per semester to last for an hour up to two hours. Assignments shall be three (3) per semester.

6.2.2 Semester Examinations

Questions for these examinations shall cover all topics taught during the whole semester as stipulated in the syllabus or course curriculum. The duration of each examination paper shall be three hours.

6.2.3 Industrial Training Attachment, Research and Field-work

Every candidate must complete the period of Industrial training attachment, research or field work training. Unsatisfactory completion of Industrial training attachment, research or fieldwork training will render the candidate liable for supplementary industrial training attachment, research or fieldwork during the following vacation at his or her own expenses. In the case of failure, the candidate will be liable for discontinuation from studies.

A student who fails to submit his/her industrial training attachment research/fieldwork report within the set time limit shall be required to inform the Rector giving reasons for his failure to submit the report. In case the reasons are acceptable, he/she shall be given a maximum of additional time of one year. A student who fails to submit his/her industrial training attachment, research and fieldwork report within the set time limit without informing the head of department, Registrar and / or Deputy Rector for academics shall be discontinued from studies.

Where a student has written a research paper or a fieldwork report, which is a subject of assessment and the said paper, or report has been accepted by examiners, the original copy thereof shall be deposited with the Institute.

6.2.4 Final Standard of Assessment

The overall total marks for each module is 100% awarded by combining continuous assessment and examination paper marks except for fieldwork and research projects. The general assessment structure is as follows:

6.2.4.1 Bachelors' Degree programme (NTA LEVEL 7 and 8) Structure of Assessment

S/NO.	ASSESSMENT COMPONENT	FREQUENCY	MARKS	TOTAL MARKS
1.	Home works	2	@4	8
2.	Quizzes	2	@4	8
3.	Classroom Tests	2	@8	16
4.	Project/Research	1	@8	8
5.	Sub-Total			40
6.	Semester-Examination	1	@60	60
Overall Total				100

6.2.4.2 Diploma in Information Technology



6.2.4.3 Diploma Programmes

(a) NTA Level 6

S/NO.	ASSESSMENT COMPONENT	FREQUENCY	MARKS @ SUBMISSION	TOTAL MARKS
1	Home Works	2	@4	8
2	Quizzes	2	@2	4
3	Classroom Tests	3	@6	18
4	Project/Research	1	@10	10
	Sub-Total			40
5	Semester Examination	1		60
Overall Total				100

(b) NTA Level 4 & 5

S/NO.	ASSESSMENT COMPONENT	FREQUENCY	MARKS @ SUBMISSION	TOTAL MARKS
1	Home Work	2	@4	8
2	Quizzes	2	@4	8
3	Classroom Tests	2	@8	16
4	Group Assignment	1	@8	8
	Sub-Total			40
5	Semester Examination	1	@60	60
Overall Total				100

6.2.5 Supplementary Examination, Examination of a Carried-Over Subjects/Modules and Discontinuation from Studies

6.2.5.1. Traditional Programme DIT Programme

Any student in any academic year with overall failures in not more than three (3) examinations shall do supplementary examinations in the respective papers. A student with overall failures in more than three (3) examinations shall be discontinued from studies. Failure in not more than two (2) supplementary examinations shall lead to carrying – over (re-studying) the respective subject(s). A student shall be allowed to re-study the subject(s) at his/her convenient time when the subject(s) is/are taught but before the end of an additional one year after completion of the normal programme he/she is pursuing. A student shall be required to do continuous assessment and shall re-sit the examination(s). A student who fails in an examination of a carried-over subject shall be allowed to do a supplementary examination. Failure in more than two (2) first sitting supplementary examinations and failure in the supplementary examination of a carried-over subject shall lead to discontinuation from studies.

6.2.5.2. Programmes which follow the NTA system (NTA Levels 4, 5, 6, 7 and 8)

A student who gets a Cumulative Grade Point Average (GPA) at the end of each level which is below 1.8 shall be discontinued from studies. A student, who fails in some examinations and gets a Cumulative GPA of 1.8 or above, shall do supplementary examinations. A BLTM (NTA Level 7 and 8), BFCF (NTA Level 7 and 8), BAE (NTA Level 7 and 8), DLTM (NTA Level 4, 5 and 6) and DFCF (NTA Level 4, 5 and 6) student who fails in not more than two (2) supplementary examinations and a DAE (NAT Level 4, 5 and 6) student who fails in not more than three (3) supplementary examinations shall carry-over the module(s) in which, he/she has failed the examination(s) provided that the examinations are not of core module(s). A student shall be required to do continuous assessment and shall re-sit the respective examination(s). A student who fails in an examination of a carried-over module shall do a supplementary examination.

Failure in more than two (2) first sitting supplementary examinations for BLTM, BFCF, BAE, DLTM and DFCF students, failure in more than three (3) first sitting supplementary examinations for BAE and DAE students and failure in a supplementary examination of a carried-over module shall lead to discontinuation from studies. Discontinued students

based on poor academic performance shall stay away for two semesters before re-applying to be considered for re-admission.

Supplementary examinations need to go through the process of external examiners. Any supplementary examination carries a maximum of fifty (50) marks i.e. 50% out of a total of 100%. Performance in continuous assessment shall not be taken into account in assessing performance in supplementary examinations, while it shall be taken into account in assessing examination performance of carried-over modules. Examinations of carried-over modules shall be considered as first sitting and be accorded all of the rights provided for in the Examination Regulations.

6.2.6 Grading of Bachelor's Degrees, Diplomas and Certificates

6.2.6.1 Grading of Diploma in Information Technology

Grading of the Diploma in Information Technology is similar to that of NTA Level 4 and 6 which are explained under part 6.2.6.2.

6.2.6.2 Grading of awards for programmes which follow the NTA system

Bachelor's Degree programmes (NTA Level 7 and 8), Diplomas (NTA Level 6) and Certificates (NTA Levels 4 and 5) programmes are graded as follows:

(a) NTA Level 4 and 5



(b) NTA LEVEL 6, 7 and 8

Class	G.P.A.
First Class	4.4 – 5.0
Upper Second	3.5 – 4.3
Lower Second	2.7 – 3.4
Pass	2.0 – 2.6

(c) Interval of scores and grades for different NTA Levels:

(i) NTA Level 4 and 5

GRADE	SCORE INTERVAL
A	Greater or equal to 80% - 100% or less than
B	Greater or equal to 65% - 79% or less than
C	Greater or equal to 50% - 64% or less than
D	Greater or equal to 40% - 49% or less than
F	Greater or equal to 0% - 39% or less than

(ii) NTA Level 6

GRADE	SCORE INTERVAL
A	Greater or equal to 75% - 100% or less than
B+	Greater or equal to 65% - 74% or less than
B	Greater or equal to 55% - 64% or less than
C	Greater or equal to 45% - 54% or less than
D	Greater or equal to 35% - 44% or less than
F	Greater or equal to 0% - 34% or less than

Grading of final awards is based on Cumulative Grade Point Average (GPA)

6.2.7 Declaration and Publication of Semester and Overall Annual Examination Results

- (a) The power to declare the semester and overall annual examination results is absolutely vested in the Examination Board.
- (b) The Secretary to the Examination Committee may publish provisional examination results subject to a subsequent formal declaration by the Examination Board.
- (c) The Secretary to the Examination Board shall publish the semester and overall annual examination results not later than a week following the declaration of the same by the Examination Board.

6.2.8 Amendments

Amendments shall be done from time to time as deemed necessary by the Examination Committee and shall be approved by the Examination Board.

7.0. PHYSICAL FACILITIES

7.1 AVAILABLE PHYSICAL FACILITIES

The National Institute of Transport has the following physical facilities to enable it to carry out its activities.

Classrooms

A Library

A Cafeteria

A Dispensary/Health Centre

Students Halls of residence

Academic staff offices

Mosque

Recreation facilities Foot ball play ground and basket ball, volley ball, pool table etc

A Training Workshop

A Computer Laboratory

A Learning Resource Unit

7.2 DESCRIPTIONS OF SOME OF THE PHYSICAL FACILITIES

7.2.1 The Library

The Institute has a library which accommodates a variety of books, journals, periodicals and other items such as newspapers and unpublished materials.

The library has an outstanding collection in relation to transport education and could be one of the best in Tanzania.

Being one of the most important facilitations in the Institution, a Library is a centre of knowledge creation and development and a centre of learning.

The Library therefore provided the following services:

Collection development (Acquisitions)

Processing and packaging information needs for student, staff and NIT community Information dissemination process. Maintaining both card catalogues and the online catalogue (WEB LIS)

7.2.2 Cafeteria

The Institute has privatized the catering services and some meals on a cafeteria service system are served. All customers are required to pay cash at the counter. Also meals can be prepared and served on a pre-arranged agreement. The Institute has a mosque for Muslims which can accommodate up to fifty (50) persons at any one time. For Christians, churches exist within the neighborhood.

7.2.3 Dispensary/Health Centre/Hospital

The Institute has a dispensary where the services of a medical officer are available for students, members of NIT Staff and their families and any person who is a member of the National Health Insurance Fund. Students and members of staff and their families also get medical services from government and private hospitals which provide the services to members of the fund.

7.2.4 Students Halls of Residence

Students are housed in two buildings i.e. Nyerere and Moringe Halls of Residence. Capacity of these two buildings is limited to only 250 residents at any one moment for both females and males. With assistance from the Dean of Students, students are advised to arrange for accommodation outside the Institute.



One of the Halls of Residence

7.2.5 Playgrounds

Games and sports are organized by the Office of the Dean of Students. All students are encouraged to participate in sports and games and are eligible to take part in sport events and competitions such as inter hall and interim institutional competitions. Currently there are playgrounds for football, volleyball and Netball.

7.2.6 Mosque

The Institute has a mosque for Muslims which can accommodate up to fifty (50) persons at any one time. For Christians, churches exist within the neighborhood.

7.2.7 Training Workshops

The workshop provides facilities for practical training of Automobile Technicians in automobiles systems and components repairs and maintenance. Graduates through the workshops are able to gain necessary practical skills to enable them to undertake diagnosis, repairs and maintenance challenges associated with modern and contemporary vehicles. The critical skills gained through the workshop practices include engine overhaul, wheel alignment, panel beating and spraying, nozzle and injector pump servicing.

The workshop is expected to launch a comprehensive Vehicle Road Worthiness testing services using modern facilities for brake testing, wheel sideslip tester alignment, head light tests, axle-load and body dimensions, under body inspection and emission control tests.

7.2.7 Training Workshops

The workshop provides facilities for practical training of Automobile Technicians in automobiles systems and components repairs and maintenance. Graduates through the workshops are able to gain necessary practical skills to enable them to undertake diagnosis, repairs and maintenance challenges associated with modern and contemporary vehicles. The critical skills gained through the workshop practices include engine overhaul, wheel alignment, panel beating and spraying, nozzle and injector pump servicing.

The workshop is expected to launch a comprehensive Vehicle Road Worthiness testing services using modern facilities for brake testing, wheel sideslip tester alignment, head light tests, axle-load and body dimensions, under body inspection and emission control tests.

8.0 STUDENT RULES

These rules have been drafted under the authority of and approved by the Governing Council of the National Institute of Transport. The Rector is responsible to the Council for ensuring their observance. Rules 1-2 apply in particular to students residing in the Institute campus during semester time and vacation alike. Rules 3-8 apply to all students who are residents. The rules are:

8.1 OUT OF BOUND AND GUESTS

Students are required to be on the campus not later than 11.00 pm.

Students may entertain visitors in their rooms between 2.00 p.m. and 10.00 p.m. on weekdays, and between 9.00 a.m. and 10.00 p.m. on weekends and holidays.

Students wishing to take visitors into Institute's buildings other than the halls of residence must obtain prior permission from the relevant Institute authority.

Leave of Absence

Students may obtain leave of absence of up to 10 days during a semester-time on application to the Dean of Students. Such application should be accompanied with written approval of the student's Head of Department. Any leave longer than 10 days shall need the approval of the Principal. No student shall absent oneself from the Institute during semester time without permission as under this rule.

8.2 DRIVING OF SELF PROPELLED VEHICLES

Any Student wishing to keep and drive a motor vehicle (including scooters and motor cycles) on the Institute campus must first register the vehicle with the Administrative Officer.

- (a) Registration must include the production for inspection of:
- (i) The motor vehicle registration number,
 - (ii) The motor vehicle road license,
 - (iii) The current certificate of insurance where requested, certificate of road worthiness.
 - (iv) Such registration must be renewed annually.

At the time of registration of the motor vehicle the students must also produce a clean current driving license for inspection in one's own name.

- (b) A student's rights to drive a motor vehicle on the Institute campus may be withdrawn after any driving regarded by the Institute's Administration as reckless or dangerous.

8.3 PAID EMPLOYMENT

No student may undertake paid employment of any kind or attend courses offered by other Institutes during semester time without prior permission from the Principal. Assurance will need to be provided that the student's academic work will not suffer through such employment.

8.4 STUDENTS CONDUCT

The Institute is concerned with students' conduct both on and outside the Institute Campus, and reserves the right to take disciplinary action in respect of any misconduct, whether it occurs on or off the campus.

8.4.1 Damages to and Losses of Institute's property

Students shall report without delay, loss and damages whether accidental or otherwise direct to the appropriate officer in charge of the section. The cost of replacement of any loss or damage to the Institute's property arising out of malicious, reckless or negligent act shall be beared by the student(s) concerned.

Where damage or loss is caused by student whose identities are not known the cost of repair or replacement shall be shared by all the students involved.

8.4.2 Student's Debts to the Institute

Any student who has outstanding debts to the Institute out of either credits or loss or damage of property of the Institute, shall not be allowed to sit for the semester examinations unless he/she clears the debt or enters into written agreement with the Institute that he/she will clear the debt after the examinations. Any damage or loss caused during and after the last semester examination(s) will have to be settled before the results of the last examination (s) are released to the student and employer, in case the liability exceeds the amount of caution money.

8.4.3 Smoking

Smoking is not permitted in the Library or elsewhere during lectures, seminars and laboratory classes, or in any other places that will be specified by the Director of Administration and Finance (DAF) from time to time.

8.4.4 Telephone

Institute's telephone may not be used for students' private calls

8.4.5 Institute's Transport Services

No student may use Institute's transport services for his or her own private purposes; provided that where it is necessary for a student to receive urgent medical attention, the use of Institute's Transport may be authorized.

Officials of the student's union or of student's societies or clubs may, with prior written permission from the Transport Officer, make use of the Institute's transport in accordance with conditions specified by the Transport Officer.

8.4.6 Residence

Students are expected to live in the Institute's halls of residence or off campus as conditions shall determine.

8.4.7 Student Rooms

(a) Students are required to take good care of the rooms they occupy.

- (b) They are responsible for the daily cleaning of these rooms. Students may not fix nails or paper on the walls of their rooms.
- (c) They may not move furniture from other parts of the Institute premises into their own rooms or furniture from their own rooms into other part of the Institute premises.
- (d) A student wishing to supplement the furniture or furnishings provided by the Institute in his/her own rooms may do so only after obtaining the prior consent of the DAF.
- (e) A student wishing to have an outside material installed must consult the DAF who will arrange for the work to be done. No electrical appliances other than reading-lamp, electric razor, hair dryer, radio or record players may be used in the student's rooms.
- (f) It should be noted that plug points are on the lighting circuits, and will not take power appliances without damage. Students should report to the Deputy Rector Planning Finance and Administration (DR PFA) without delay any damage (whether accidental or otherwise).

8.4.8 Musical Instruments and Noise

Musical instruments (i.e. record-players, radio sets and instruments which students play), must not be used in the Institute's premises between the hours of 11.15p.m. and 7.00 a.m.

At no time must musical instruments be played with excessive noise.

Any noise or disorderly conduct that could cause inconvenience to other students will be regarded as an offence.

8.4.9 Vacation of Residence

Permission to stay in the halls of residence during vacation is in every case contingent upon the payment in advance of all residence charges at the rate currently in force.

8.4.10 Institute's Staff

The services of members of the Institute's staff (including the staff of the student's union premises) may not be used by students either in personal or in an official capacity without authorization of the Deputy Rector Planning, Finance and Administration.

8.4.11 Correspondence

The Rector or the person to whom this power has been delegated by him is the only spokesman for the Institute.

An individual student may write to or otherwise communicate with the press only in his individual capacity and shall clearly sign so.

Students may not write to or communicate with a foreign government representative here or abroad and our mission abroad provided that the Rector can arrange to communicate with foreign governments and representatives and our mission abroad on behalf of the students in case of necessity.

8.4.12 Students' Marriages

Married students, like any other students, shall be required to comply with the Institute's students' rules and regulations.

No separate family accommodation shall be provided by the Institute to married couples.

8.5 STUDENTS' DISCIPLINARY COMMITTEE

- (a) There is hereby established a Students' Disciplinary Committee the powers and functions of which shall be as provided here below:

The Student's Disciplinary Committee shall be composed of the following individuals:

- (i) Deputy Rector - PFA Chairman
 - (ii) Dean of Students - Secretary
 - (iii) One Senior Academic Staff from each of the Academic Departments nominated by the Rector - Member
 - (iv) One Student Union representative nominated by the SONIT President -Member
 - (v) Registrar
- (b) The tenure of office for students committee members shall be one year and for the academic staff representatives shall be three years; provided that retiring members may be re-appointed or re-elected; as the case may be.
- (c) The Committee shall meet at least once in a term provided that an emergency meeting may be called at any time whenever necessary.
- (d) Five of the members of the Committee shall constitute a quorum for the meeting but must include the Deputy Rector Planning, Finance and Administration and the Dean of Students.
- (e) All questions at a meeting of the Student's Disciplinary Committee shall be decided by a majority of the votes of the members present at the meeting.
- (f) Save as provided under these rules, the decision of the Student's Disciplinary Committee shall be final subject to the approval of the Principal.

8.6 DISCIPLINARY PROCEEDINGS AND PENALTIES

- (a) Save as provided for under these rules, breaches of any other of these rules shall first be reported to the Dean of Students, who shall have the power to warn, reprimand, or require any students concerned to rectify such a breach after giving him an opportunity to be heard.
- (b) Non-compliance with the Dean of Students directive to rectify the breach or repeated breaches of any of these rules by any students as provided for under the proceeding rule shall be reported by the Dean of Students to the Students' Disciplinary Committee.
- (c) Upon receipt of a report from the Dean of Students, the Disciplinary Committee shall meet within a week to consider such a breach. At such meetings the student concerned shall be entitled to be heard and the Disciplinary Committee shall have power to summon any person to give evidence or information or produce anything in connection with such breach in order to enable it arrive at an impartial and just decision.
- (d) The Students' Disciplinary Committee shall adopt any code of procedure as it may think fit
- (e) Provided that such rules shall ensure that the principles of natural justice are observed.
- (f) The Students' Disciplinary Committee may impose any of the following penalties.

8.6.1 Possible Penalties: -

- (a) A severe warning with a direction to have it recorded in the personal file of the student concerned.
- (b) A fine not exceeding one thousand shillings.
- (c) A suspension of the students involved for a period not exceeding one month at his own expenses
- (d) A dismissal: -
 - (i) Where one has previously suffered penalty specified in (c) above within the same academic year.
 - (ii) Where a student does not comply with the penalty provided for under (c) by either remaining or being seen within the Institute's campus;
 - (iii) Where a student happens to be convicted of a criminal offence; or
 - (iv) In any other case the gravity of which warrants dismissal.
- (e) Notwithstanding the penalties as provided for under the proceeding rule the Students' Disciplinary Committee may require any student guilty of a disciplinary offence to pay compensation/

both the loss or damage caused to the Institute's property or charges for the services of the Institute obtained illegally.

- (f) Where the circumstances demand, the Disciplinary Committee shall have the power to alter previous decision, provided that such alteration shall not be one, which would have an adverse effect upon the student concerned.

8.6.2 Students Disciplinary Appeals Committee

- (a) There is hereby established NIT Students' Disciplinary Appeals Committee composed of the following:-
 - (i) Rector- Chairman
 - (ii) Dean of Students - Secretary
 - (iii) Deputy Rector –Planning , Finance and Administration- Member
 - (iv) One Senior Academic Representative nominated by the Rector- Member
 - (v) One Students' representative nominated by the SONIT President - Member
- (b) The term of the office for student Committee members shall be one year and for academic staff representatives shall be three years.
- (c) Five of the members of the Committee shall constitute a quorum for any meeting, but must always include the Rector or his/her representative.

8.6.3 Appeals Modalities

- (a) Any part aggrieved by the decision and penalty imposed by the Students Disciplinary Committee as provided for under these rules may appeal to the Student's Disciplinary Appeals Committee within seven (7) days from the date the penalty was imposed. Any such appeal shall be in writing setting out the cause of appeal.
- (b) The Students' Disciplinary Appeals Committee shall meet within seven days following the receipt of an appeal.
- (c) When an appeal has been lodged with the Students' Disciplinary Appeals Committee, execution of a penalty imposed by the Students' Disciplinary Committee shall be delayed, pending the determination of such appeal.
- (d) At the hearing of appeal by Students' Disciplinary Appeals Committee, the parties concerned shall be entitled to be heard. No other person in defense of or representative capacity for the aggrieved party shall be allowed to appear before the Students' Disciplinary Appeals Committee.

- (e) Any member of the Students' Disciplinary Committee who took part in the decision which is the subject of an appeal before the Students' Disciplinary Appeals Committee shall not take part in the hearing of such an appeal.
- (f) In determining any appeal the Students' Disciplinary Appeals Committee shall have power to confirm, vary or set aside any decision reached or enhance, reduce or set aside any penalty imposed by the Students' Disciplinary Committee.
- (g) The decision of the Students' Disciplinary Appeals Committee on any Appeal against any penalty presented under Rule 21 (e) (1) (c) of these Rules shall be final and conclusive.
 - (i) Where an appellant is dissatisfied with the decision of the Students' Appeals Committee in respect of an appeal against any penalty imposed under Rules 21 (c) (1) (d), he /she shall be entitled to appeal to the Governing Council of the Institute within ten (10) days from the date of determination of such an appeal by the Students' Disciplinary Appeals Committee.
 - (ii) Such an appeal shall be in writing setting out the grounds of appeal.
 - (iii) At the hearing of such an appeal the Governing Council may require the presence of any of the parties involved as it thinks necessary.
 - (iv) The decision of the Governing Council on such an appeal shall be final and conclusive.

8.6.4 Emergency Cases

However, in cases or emergency the Rector may take any disciplinary action and refer the matter to the Disciplinary Committee within a period of two (2) weeks.

9.0 DEVELOPMENT PROJECTS

The Institute has got two ongoing projects all aiming at achieving the Institute's objectives. The Projects are:

- (a) The Center for Continuing Education (CCE)
- (b) Automobile workshop services.

9.1 CENTRE FOR CONTINUING EDUCATION (CCE)

The centre is responsible for administering and managing evening classes academic and professional development programmes, Part-time programmes, tailor - made courses, seminars, short courses, seminars, and workshops.

The CCE offers the courses that are scheduled to make it possible for employees to attend and complete them on a part - time basis or during the evening sessions. The centre plays a leading role in opening up opportunities for working Tanzanians, business people and other interested nationals to further their education and training.

The Centre co-ordinates initiatives by individuals of the academic staff and non-academic but professionally sound staff to conduct the continuing education programmes in various areas including transport and logistics, automobile engineering, freight clearing and forwarding, human resources management, procurement and supply, business administration and entrepreneurship.

9.2 AUTOMOBILE WORKSHOP SERVICES

The workshop provides automotive repairs and maintenance services to the Institute's vehicles and for the public vehicles at large at reasonable fees. Some of the services provided by this workshop include engine overhaul, wheel alignment, panel beating and spraying, nozzle and injector pump servicing.

The workshop is expected to launch a comprehensive Vehicle Road Worthiness Testing Services using modern facilities for brake testing, wheel sideslip tester alignment, head light tests, axle-load and body dimensions, under body inspection and emission control tests.

10.0. 2010/2011 ACADEMIC CALENDAR

2010/2011 ALMANAC	START	END
SEPTEMBER 2010 Monday 20th ORIENTATION WEEK	15TH NOVEMBER, 2010	19TH NOVEMBER, 2010
FIRST SEMESTER Wednesday 6th	22ND NOVEMBER, 2010	2TH MARCH, 2010
Friday 8th	7TH MARCH, 2011	20TH MARCH, 2011
Thursday 14th	10TH APRIL, 2011	22ND JULY, 2010
Thursday 21st	24TH JULY 2011	5TH AUGUST, 2011
Friday 22nd	21ST AUGUST, 2011	13TH OCTOBER, 2011
Friday 29th		
THIRD SEMESTER Field work		
Thursday 4th		
Monday 8th		
Orientation Week		
Thursday 11th		
Monday 15th		

Supplementary Examinations for finalist students begins.
 Academic Heads of department meeting.
 Nyerere day (Public Holiday)
 Appointment and Staff development Committee Meeting (ASDC)
 Finance Development and Planning Committee Meeting (FDP)
 Governing Council Meeting
 Research, Consultancy and Publications Committee Meeting
 Special and Supplementary Examination for continuing students begins
 Management committee Meeting
 Orientation for new students begins and re-registration for continuing Education
 End of special and supplementary examination for continuing students.
 First Semester 2010/2011 Begins.
 SONIT Students Meeting.

DECEMBER

- Thursday 2nd - Research, Consultancy and Publications Committee Meeting.
- Tuesday 9th - Independence day (Public holiday)
- Friday 10th - 26th Graduation Ceremony
- Saturday 25th - Christmas Day.
- Sunday 26th - Boxing Day.

JANUARY 2011

- Saturday 1st - New Year.
- Thursday 6th - Research, Consultancy and Publications Committee Meeting.
- Wednesday 12th - Zanzibar Revolution Day.
- Wednesday 19th - Appointment and Staff Development Committee Meeting (ASDC).
- Thursday 20th - Finance Development Committee Meeting (FDPC).
- Friday 21st - Examination Board Meeting
- Thursday 27th - Governing Council Meeting.

FEBRUARY

- Thursday 3rd - Research, Consultancy and Publication Committee.
- Thursday 24th - Executive Committee for Workers Council Meeting
- Friday 25th - Workers Council Meeting.

MARCH

- Thursday 3rd - Research, Consultancy and Publication Committee Meeting.
- Monday 7th - First Semester Examination Begins
- Monday 14th - Management Committee Meeting.
- Friday 18th - End of First Semester Examination

APRIL

- Thursday 7th - Research, Consultancy and Publication Committee Meeting.
- Monday 11th - Second semester Begins
- Monday 18th - Departmental Examination Committee Meeting
- Thursday 28th - Examination Committee Meeting
- Thursday 21st - Appointment and Staff Development Committee Meeting (ASDC)
- Friday 22nd - Finance Development and Planning Committee Meeting (FDPC).
- Thursday 29th - Governing Council Meeting.

MAY

- Sunday 1st - May day.
- Sunday 1st - Declaration of Provisional First Semester Examination Results.
- Monday 11th - End of Submission of Students Appeals

- Thursday 5th - Research, Consultancy and Publication Committee meeting.
- Monday 10th - Governing Council Meeting.
- Friday 13th - Management Committee Meeting.
- Friday 20th - SONIT Meeting.
- Thursday 26th - Academic Assembly Meeting.
- Friday 29th - Examination Board Meeting.

JUNE

- Thursday 9th - Management Committee Meeting.
- Friday 24th - Workers Council Day.

JULY

- Thursday 7th - Public Holiday –Saba Saba.
- Thursday 14th - Management Committee Meeting.
- Friday 15th - Junior Staff Appointment Committee Meeting (SAC)
- Wednesday 20th - Senior Staff Appointment and Development Committee Meeting (SADC).
- Monday 25th - Second Semester Examination begins

AUGUST

- Thursday 4th - Finance Development and Planning Committee Meeting (FDPC).
- Friday 5th - End of Second Semester Examination, Examination Board Meeting
- Thursday 5th - Research, Consultancy and Publication Committee Meeting.
- Friday 12th - Governing Council Meeting
- Monday 15th - Management Committee Meeting.
- Wednesday 3rd - Appointment and Staff Development Committee Meeting (ASDC)
- Monday 22nd - Field work begins.
- Monday 22nd - Bridging and Access Course Begins.
- Monday 29th - Departmental Examination Committee Meeting.

SEPTEMBER

- Monday 5th - Examination Committee Meeting.
- Friday 9th - Declaration of Provisional Second Semester Examination.
- Monday 19th - End of Submission of students appeals.
- Friday 30th - Appeals committee Meeting.

OCTOBER

- Friday 18th - Examination Board Meeting.
- Monday 24th - Governing Council Meeting.

NOVEMBER

- Monday 7th - Supplementary Examination Begins.
- Thursday 13th - End of Third Semester.
- Monday 14th - Orientation week for new Students Begins.