

INSTITUTE OF PROCUREMENT AND SUPPLY



PROSPECTUS 2015 - 2017

Institute of Procurement and Supply-Chanika

P.O. Box 31141

Tel: +255 786 620 879/ +255 784 303379

E-mail: info@ipstz.com

Website: www.ipstz.com

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FOREWORD

The Institute of Procurement and Supply has developed this Prospectus for the existing needs of the Institute's stakeholders. The prospectus answers different questions of various stakeholders and it is a hands-on tool for them.

The Institute of Procurement and Supply has become more popular today than ever due to the fact that it has opened up training opportunities the world over including procurement and supply, business administration, records management, accountancy and other related disciplines. For the past few years, business studies in these fields have been gained attention due globalisation.

This prospectus is a guidance tool for all stakeholders including lecturers, students, NACTE, VETA and other interested parties. It provide the contents of intended learning programmes that express the desired competencies in respective fields for skills, knowledge and attitudes required at the NVTA and NTA levels within a framework of Technical and Vocational Education and Training (TVET) system, which meets the current desire of the Tanzanian tertiary education system for non-university training institutions.. We hope that the stakeholders will make use of it for the enhancement and furtherance of quality training at the Institute and inspire aspiring students to join the Institute joyously. You are welcome!

The Rector,
Institute of Procurement and Supply,
October 15, 2016.

1.0 INTRODUCTION

1.1 About the Prospectus

The Institute of Procurement and Supply is becoming more popular today than ever due to the fact that it has opened up tertiary training opportunities in Tanzania and the world over in the fields of procurement and supply, PPP, business administration, records management, accountancy and other related disciplines. For the past few years, business studies in these fields have gained much attention due to globalisation.

This prospectus is a guidance tool for all stakeholders including lecturers, students, NACTE, and other interested parties in order to provide the contents of intended learning programmes that express desired competencies in respective fields within the framework of skills, knowledge and attitudes required at the NVTa and NTA levels. We hope that the stakeholders will make use of it for the enhancement and furtherance of quality training at the Institute and the nation at large.

1.2 IPS Establishment and Mandate

The Institute of Procurement and Supply (IPS) is privately owned and provides training, consultancy and research services in procurement management, business and organization development. The Institute draws its mandate from the BRELA Act and duly registered by NACTE, VETA, PSPTB, CILT and CIPS. The establishment of the Institute of Procurement and Supply, therefore, came about as:

- ◆ The response towards Governments encouragement of private sector development to invest in training to help raise the quality of training in procurement and supply
- ◆ Lack of an Institute in the country meant specifically for training in procurement and supply, despite the increase in the need for graduates in this field
- ◆ The desire to reduce the gap between the demand and the supply of graduates in this field.

a) IPS Vision and Mission Statements

i. IPS Vision

To be Africa's leading institution in the Procurement and Supply profession and related business disciplines.

ii. IPS Mission Statement

To promote procurement and supply profession and related business disciplines; knowledge, skills and best practices through training, research, consultancy, publication and demonstrating the contribution it can make to the economy and social development.

iii. **IPS Institutional Goal**

To achieve sustainable corporate objectives and ensure continued development of the profession in procurement and supply chain management, business management and micro-finance services

b) **IPS Core Values**

Team work, Excellence, Integrity, Customer Satisfaction and Respect

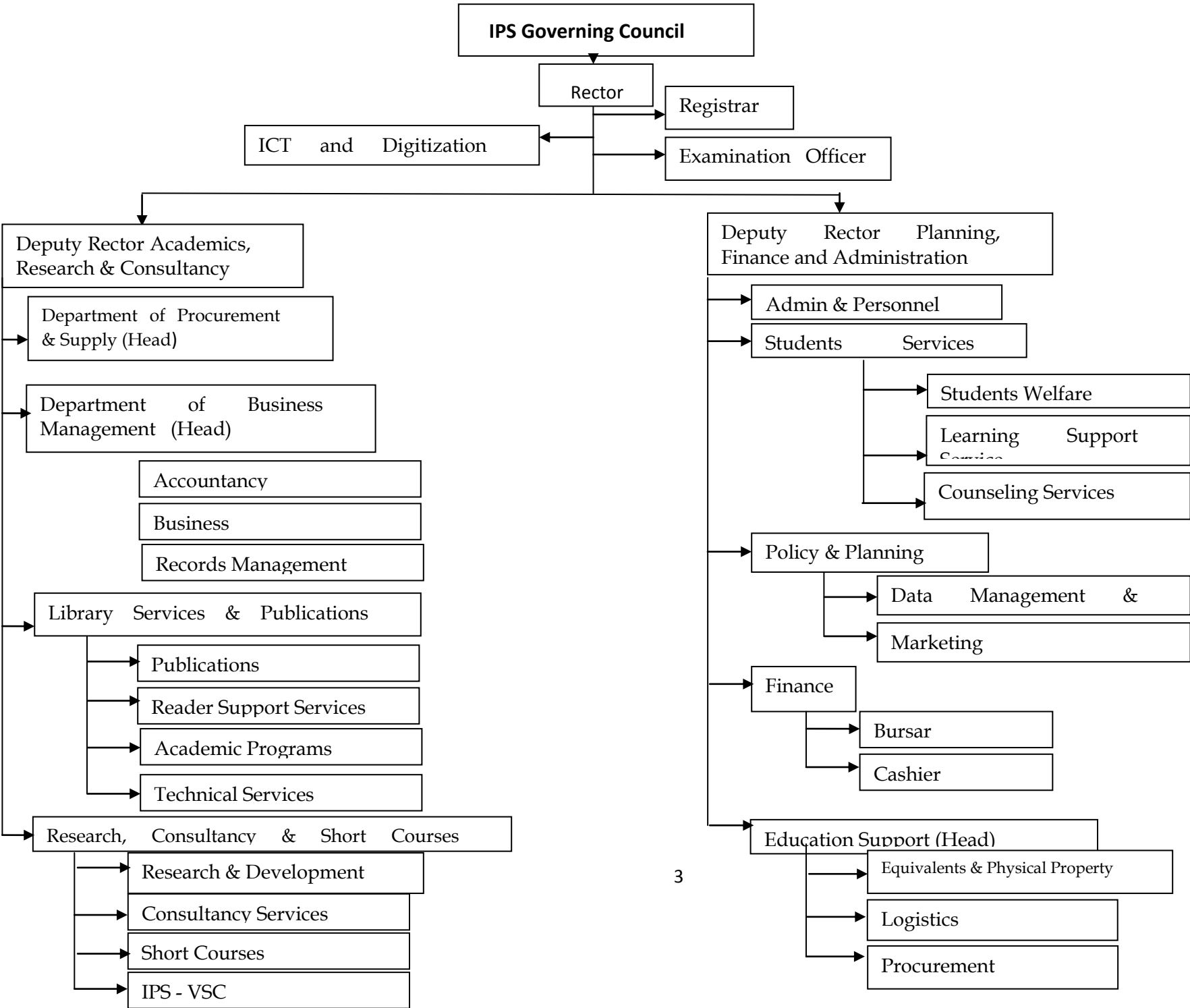
c) **IPS Institutional Objectives**

The institute has identified the following key institutional objectives:

- ◆ To provide quality procurement and supply chain management and related business disciplines professional training and continued development through developed and updated training materials
- ◆ To develop and promote indigenous e-procurement activities in the country and beyond
- ◆ To conduct research and disseminate information to expand and increase public and private sector awareness in procurement and supply chain management and related business disciplines
- ◆ To offer high quality consultancy services and best practices in procurement and supply chain services and related business disciplines to the public sector, private sector, non-governmental organizations and general public
- ◆ To provide relevant management training and consultancy services to other businesses and organization set ups including but not limited to SME's and micro-finance organizations
- ◆ To develop capacity and business practices to deliver the objectives, the goal, the vision and mission as set above

d) **Organisational structure**

The institute's governance s as indicated below:



2.0 DEPARTMENTS AND THEIR RESPECTIVE PROGRAMMES

The aim of training programmes is to supply the current and future labour markets with adequate well trained technical personnel in procurement and supply management and related professional business disciplines, who will work efficiently and effectively in both the public and private sectors of the economy on issues related to procurement and supply management and related business disciplines. These programmes include VETA, NACTE and postgraduate programmes. These programmes are offered by one department namely, Department of Procurement and Supply and the Department of Business Management is proposed to start soon after recognition by NACTE.

A) DEPARTMENT OF PROCUREMENT AND SUPPLY

2.1 VETA Programme

Department of Procurement and Supply through Vocational Training Unit (VTU) offers vocational programmes in procurement and supply qualifications for the existing needs of the current education system in Tanzania as regulated by VETA. The qualifications links directly to the National Technical Awards (NTA) qualifications and assessment process within a framework of VETA's Competency Based Education and a framework of Technical and Vocational Education and Training (TVET) system, which meets the current desire of the Tanzanian tertiary education system for vocational and technical training institutions. These programmes include Certificate in Business Operations Assistant whose examinations are set and marked by VETA and other short term courses in computer studies and English proficiency courses.

2.1.1 The Vocational Certificate in Business Operations Assistant (NVA Level I - III) (Pre-entry programme)

The Department of Procurement and Supply offers The Vocational Certificate in Business Operations Assistant (formerly known as pre -entry programme). This programme last for a period of two years with four semesters. There are two intakes under this programme, the January and July intakes every year.

Overall Structure

The programmes will last for two years as indicated above. The methods of delivery shall include full time and evening practical class attendance that may include classroom teaching, lectures, assignments, action learning and study tours and concurrent field work. semester one covers NVA Level I, Semester II covers NVA level II and semesters III and IV cover NVA Level III. A total of 40 modules are covered in four semesters. Semester I 8 core subjects and 5 support subjects that is, 13 modules. Semester II 9 core subjects and 7 support subjects' total 16 subjects. Semester III is designated for field work and 4 support subjects. Semester IV has 4 core subjects and 3 support subjects total 7 modules. Thus NVA level III year has total 11 modules plus fieldwork. A total number of hours 600, 360 core subjects and 240 support subjects. Number of

periods 800, 480 for core subjects and 320 for support subjects. One period is equivalent to 45 minutes. Each semester have seventeen (17) weeks. Fifteen (15) weeks for full time class attendance and two weeks for examinations that are regulated by VETA.

ii) Specific Structure

The programme has the following structures: Core and support modules

a) Core Modules

The following is a summary of modules that make up core competencies in the Programme of Vocational Certificate in Business Operations Assistant

Sn	Code	Title	Semester				Hours/ periods
			I	II	III	IV	
1	BOAC 101	Maintaining office machines, Equipment and surroundings	√				30/40
2	BOAC 102	Preparing source documents	√				36/48
3	BOAC 103	Maintaining books of accounts	√				60/80
4	BOAC 104	Preparing simple financial reports	√				66/98
5	BOPC 105	Handling purchases	√				66/98
6	BOSK 106	Receiving and inspection of materials	√				36/38
7	BOSK 107	Identifying materials	√				30/40
8	BOSK 108	Issuing and dispatching materials	√				36/48
9	BOAC 201	Maintaining petty cash and imprests system		√			24/32
10	BOAC 202	Reconciliation cash book balance with bank balance		√			36/48
11	BOAC 203	Preparing comprehensive financial reports		√			48/64
12	BOAC 204	Preparing staff salaries		√			36/48
13	BOAC 205	Accounting for specialized entities		√			36/48
14	BOPC 206	Advanced handling purchases		√			36/48

15	BOSK 207	Storing and preserving materials		√			30/40
16	BOSK 208	Controlling stock		√			24/32
17	BOSK 209	Accounting and verifying stores		√			30/40
18	-	Field attachment			√		480/nil
19	BOAC 301	Performing financial analysis				√	90/120
20	BOAC 302	Advanced Accounting for specialized entities				√	108/144
21	BOPC 303	Adhering to purchasing legal requirements				√	90/96
22	BOSK 304	Advanced controlling stock				√	72/96
Total			360/480	300/400	480/640	360/480	660/880

b) Support Modules/Subjects

The following is a summary of modules that make up support subjects for competencies in the Programme of Vocational Certificate in Business Operations Assistant

SN	Code	Title	Semester				Hours/ periods
			I	II	III	IV	
1	CK	Commercial Knowledge	√				48/64
2	BMS	Business Mathematics and Statistics	√				54/72
3	EET	Entrepreneurship Education and Training Skills	√				18/24
4	EC	Business English and Communication skills (EL, BG)	√				6/8, 54/72
5	LS	Life Skills (UP, GIR, CPS, NCR)	√				24/32, 15/20, 12/16, 9/12
6	CK	Applying aids to trade		√			48/64
7	BMS	Business Mathematics and Statistics (ABM)		√			30/40

8	BL	Introduction to Business Law (ABL)		√			22.5/30
9	EC	Business English and Communication skills (CV, VC)		√			27/36, 10.5/14
10	CA	Computer applications		√			21/28
11	EET	Entrepreneurship Education and Training Skills (GFI, SB, MB, GB)		√			22.5/30, 19.5/26, 27/36, 24/32
12	LS	Life Skills (SRH, GC, CG, CCT, RL)		√			27/36, 3/4, 6/8, 9/12, 3/4
13	EC	Business English and Communication skills (CC, AWR, ASL)			√		15/20, 15/20/, 15/20
14	CA	Computer Applications (OA, IA)			√		51/68, 24, 32
15	BMS	Business Mathematics and Statistics (AS)				√	96/128
16	BL	Introduction to Business Law (ICR, ALC)				√	72/96, 72/96
17	CK	Commercial Knowledge (EBU, CC)				√	72/96
TOTAL			360/480	300/400	120/160	240/320	

A total of 22 core modules and 17 support subjects will be covered in two years with four semesters of 17 weeks for each. Thirty nine (39) modules shall be covered for a complete course in the Programme of Vocational Certificate in Business Operations Assistant Students shall have to complete and pass all modules including fieldwork in order to get a qualification at NVA level III.

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications with direct qualifications only.

Direct entry: The applicant shall possess Form IV Certificate of Secondary School Education Examinations with at least 1 or 2 or 3 passes (**that is one D or more**) for NVA Level II pass of NVA Level I; and for NVA Level III a pass of NVA Level II

c) Progression: the graduands will be eligible for joining directly an Ordinary Diploma in Procurement and Supply or Accountancy or any other business studies at NTA Level 5 and 6

2.2 NACTE Programmes

The Department of Procurement and Supply offers technical programmes in procurement and supply and related fields for the existing needs of the current education system in Tanzania. The qualification links directly to the National Technical Awards (NTA) qualifications and assessment process within a framework of NACTE's Competency Based Education and Training system, which meets the current desire of the Tanzanian tertiary education system for non university training institutions.

The Institute offers five programmes: Basic Technician Certificate in Procurement and Supply, Technician Certificate in Procurement and Supply, Ordinary Diploma in Procurement and Supply, Higher Diploma in Procurement and Supply Management and Bachelor's Degree in Procurement and Supply Management. These programmes are as follows:

2.2.1 Basic Technician Certificate in Procurement and Supply (NTA Level 4)

This programme last for a period of one year with two semesters. There are two intakes for this programme, that is, March and October intakes every year.

a) The following is a summary of modules that make up competencies in the Programme of Basic Technician Certificates (NTA Level 4)

SEMESTER	Code	Module Name	Credits
I	PST 04101	Introduction to Procurement Principles	12
	PST 04102	Commercial Arithmetic	12
	PST 04103	Basic Communication Skills	12
	PST 04104	Introduction to Computer Applications	12
	PST 04105	Elements of Entrepreneurship	12
	PS T 04206	Storekeeping	12

II	PST 04207	Basic Ethical Issues and Customer Care	12
	PST 04208	Introduction to Accounting	12
	PST 04209	Introduction to Record Management	12
	PST 04210	Elements of Public Procurement	12
	Total		60

A total of ten (10) modules will be covered in one year of two semesters. Each semester shall have seventeen (17) weeks. Fifteen (15) weeks for full time class attendance and two weeks for examinations. Students shall have to complete a minimum of 120 credits from the modules in Basic Technician Certificate in Procurement and Supply discipline in order to get a qualification at NTA level 4.

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** The applicant shall possess Form IV Certificate of Secondary School Education Examinations with at least 4 passes (D or more)
- ii. **Indirect entry:** The applicant shall possess the Vocational Certificate in Business Studies (NVA 3) or equivalent.

2.2.2 Technician Certificate in Procurement and Supply (NTA Level 5)

This programme last for period of one year with two semesters. There are two intakes per year, the October intake and March intake for every academic year.

a) Summary of Modules and Credits

Year	Semester	Module Code	Module Name	Credits
1	I	PST 05101	Introduction to Inventory Management	15
		PS T 05102	Computer Application	10
		PS T 05103	Communication Skills	10
		PST 05104	Introduction to Law of Contract	15
		PS T 05105	Business Statistics	10
Total Semester I				60

1	II	PST 05206	Introduction to Marketing Principles	10
		PST 05207	Introduction to Procurement and Supply Techniques	14
		PST 05208	Elements of Accounting and Costing	12
		PST 05209	Introduction to Tendering Process	12
		PST 05210	Elements of Logistics and Freight Management	12
Total Semester II				60
GRAND TOTAL FOR THE TECHNICIAN CERTIFICATE				120

A total of ten (10) modules will be covered in one year of two semesters. Each semester shall have seventeen (17) weeks. Fifteen (15) weeks for full time class attendance and two weeks for examinations. Students shall have to complete a minimum of 120 credits from the modules in Technician Certificate in Procurement and Supply discipline in order to get a qualification at NTA level 5.

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** The applicant shall possess Form VI Certificate of Secondary School Education Examinations with at least one (1) principal pass and one subsidiary.
- ii. **Indirect entry:** The applicant shall possess The Basic Technician Certificate in Procurement and Supply (NTA 4) or equivalent.

2.2.3 Ordinary Diploma in Procurement and Supply (NTA Level 6)

This programme last for period of one year with two semesters. There are two intakes for every academic year, the October intake and March intake.

a) Summary of Modules and Credits

Semester	Module Code	Module Name	Credits
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I	PST 06101	Warehouse Management	12
	PST 06102	Business Organisations and Processes	8
	PST 06103	Information and Communication Technology	10
	PST 06104	Financial Accounting and Costing	8
	PST 06105	Legal Aspects in Procurement and Supply	10
	PST 06106	Basic Strategies in Procurement and Supply	12
Total semester I			60
II	PST 06207	Introduction to Procurement Planning	12
	PST 06208	Principles of Management and Leadership	10
	PST 06209	Introduction to Negotiation Skills	10
	PST 06210	Contract Preparation and Management	12
	PST 06211	Principles of Economics	8
	PST 06212	Field work	8
Total semester II			60
Total semester I and II			120

A total of twelve (12) modules will be covered in one year of two semesters. Each semester shall have seventeen (17) weeks. Fifteen (15) weeks for full time class attendance and two weeks for examinations. Students shall have to complete a minimum of 120 credits from the modules in

Ordinary Diploma in Procurement and Supply discipline in order to get a qualification at NTA level 6.

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** No direct entry qualification at this level
- ii. **Indirect entry:** The applicant shall possess The Technician Certificate in Procurement and Supply (NTA 5) or equivalent.

2.2.4 Higher Diploma in Procurement and Supply Management (NTA Level 7)

This programme last for period of two years with four semesters. There is only one intake for this programme that is, October intake every academic year.

a) Core Modules

Code	Title	Semester				Credit per Module
		I	II	III	IV	
PSU 07101	Inventory Management	√				15
PSU 07102	Principles of Procurement	√				12
PSU 07104	Principles of Public Procurement	√				15
PSU 07313	Risk Management in Supply Chain			√		12
PSU 07206	Developing Contracts in Purchasing & Supply		√			12
PSU 07207	Managing Procurement and Supply Relationships		√			12
PSU 07208	Negotiation in Procurement and Supply		√			12
PSU 07210	Physical Distribution Management		√			12
PSU 07416	Procurement of Goods and Services				√	12
PSU 07418	Supply Chain Management				√	15
PSU 07420	Field work				√	32
TOTAL		20	20	40	42	161

b) Fundamental Modules

The following is a summary of modules that make up fundamental competencies in the Higher Diploma in Procurement and Supply Management

Code	Title	Semester				Credits per Module
		I	II	III	IV	
PSU 07103	Business Communication Skills	√				12
PSU 07105	Ethics in Procurement and Supply	√				15
PSU 07311	Principles of Marketing			√		12
PSU 07312	Principles of Management			√		12
PSU 07304	Management Information System			√		15
PSU 07315	Operations Management			√		15
PSU 07209	Financial Management		√			12
PSU 07417	Quantitative Techniques				√	12
PSU 07419	Research Methods					12
TOTAL						111

A total of twenty (20) modules will be covered in two years of four semesters. Each semester shall have seventeen (17) weeks. Fifteen (15) weeks for full time class attendance and two weeks for examinations. At least five modules (5) modules shall be covered in every semester. For a complete course in the Higher Diploma in Procurement and Supply Management, minimum total of 284 credits should be covered. This programme shall have 161 credits from core modules and 123 credits from fundamental modules, thus a total of 284 credits shall be covered in two academic years of four (4) semesters.

c) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** The applicant shall possess Form VI Certificate of Secondary School Education Examinations with at least two (2) principal passes and Form IV with four passes (D or more)
- ii. **Indirect entry:** The applicant shall possess The Ordinary Diploma in Procurement and Supply (NTA 6) with a minimum GPA of 2.7 (lower second class) or equivalent.

2.2.5 Bachelor's Degree in Procurement and Supply Management (NTA Level 8)

This programme last for a period of one year with two semesters. There is one intake that is October intake every academic year.

a) Core Modules

Code	Title	Semester		Credit per Module
		I	II	
PSU 08102	Procurement of Public Works	√		15
PSU 08103	International Procurement	√		12
PSU 08105	Managing Public Consultancy Services	√		15
PSU 08206	Strategic Procurement and Supply Chain Management		√	12
PSU 08209	Procurement and Supply Audits		√	12
PSU 08210	Procurement Planning		√	12
TOTAL				78

b) Fundamental Modules

Code	Title	Semester		Credits per Module
		I	II	
PSU 08104	E-Procurement and Supply Chain Management	√		12
PSU 08101	Human Resource Management	√		12
PSU 08207	Commercial Relationships and Contract Management		√	12
PSU 08208	Project Management		√	12
PSU 08211	Research Project		√	24
TOTAL				72

A total of eleven (11) modules will be covered in thirty four (34) weeks in two semesters. At least five modules (5) modules shall be covered in every semester. For a complete course in the Bachelor's Degree in Procurement and Supply Management, A minimum total of 120 credits should be covered. This programme shall have 78 credits from core modules and 72 credits from fundamental modules, thus a total of 150 credits shall be covered in one academic year of two (2) semesters.

c) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** No direct entry qualification at this level
- ii. **Indirect entry:** The applicant shall possess The Higher Diploma in Procurement and Supply (NTA 7) or equivalent.

2.2.6 Postgraduate Programme

The Department of Procurement and Supply offers a distance learning postgraduate programme in Procurement and Supply Management qualification for the existing needs of the current professional status in Tanzania. The qualification links directly to the National Technical Awards (NTA) qualifications and TCU qualifications within the Institute's assessment framework of Competency Based Education and Training system, which meets the current desire of aspiring graduates to join the procurement profession from other professions. The Institute offers one programme in Procurement and Supply Management as follows:

Postgraduate Diploma in Procurement and Supply Management (pre-NTA Level 9)

This distance learning programme lasts for a period of one year with two semesters. There are two intakes every year that is, the October intake and March intake.

A total of eleven (7) modules will be covered in thirty four (34) weeks in three semesters. At least five modules (3) modules shall be covered in every semester. Semester three shall cover a Dissertation. For a complete course in the Postgraduate Diploma in Procurement and Supply Management, minimum total of 120 credits should be covered. This programme shall have 78 credits from core modules and 72 credits from fundamental modules, thus a total of 150 credits shall be covered in one and half academic years of three (3) semesters.

c) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** Bachelor Degree in Procurement and Supply or equivalent
- ii. **Indirect entry:** The applicant shall possess any Advanced Diplomas or Bachelor's Degrees (NTA 8) or equivalent.

2.3 CIPS Programmes

The Department of Procurement and Supply offers international services as an Examination Centre and review courses for CIPS professional programmes in Procurement and Supply at relatively low costs. Students are encouraged to use this precious chance for their professional excellence.

B) DEPARTMENT OF BUSINESS MANAGEMENT (Proposed under NACTE)

2.3 VETA Programmes

The **proposed Department** of Business Management will offer vocational programmes in business studies qualification for the existing needs of the current education system in Tanzania as regulated by VETA. The qualifications links directly to the National Technical Awards (NTA) qualifications and assessment process within a framework of Technical and Vocational Education

and Training (TVET) system, which meets the current desire of the Tanzanian tertiary education system for non-technical training institutions.

2.3.1 VETA short course programmes

VETA short course programmes that last up to six months include: Vocational Certificate in Business Studies (NVA 1, 2 & 3), Laboratory Technician, and other short courses on Driving, English, and Computer Studies.

These programmes last for period of different months as indicated under respective curricula. Every semester shall consist of modules that shall be covered. A module has to be covered in several weeks including two weeks of final examinations. The methods of delivery shall include full time class attendance that may include classroom teaching, lectures, assignments, action learning and study tours and block field work taken once for the whole programme at the end of class work.

2.3.2 VETA regular programmes (approved programmes)

VETA regular programmes may take more than six months include: NABE, Storekeeping and Bookkeeping. NABE, and Bookkeeping programmes shall be based on VETA curricula and examination regulations from VETA.

2.4 PROPOSED NACTE Programmes (These programmes shall start immediately after approval by NACTE later this year 2017)

The Department of Business Management offers technical programmes in various business studies for the existing needs of the current education system in Tanzania. The qualifications link directly to the National Technical Awards (NTA) qualifications and assessment process within a framework of NACTE's Competency Based Education and Training system, which meets the current desire of the Tanzanian tertiary education system for non university training institutions. The Department offers fourteen NACTE programmes: Basic Technician Certificate in Accountancy, Basic Technician Certificate in Business Administration Basic Technician Certificate in Records Management at NTA Level 4. Also it offers Technician Certificate in Accountancy, Technician Certificate in Business Administration and Technician Certificate in Records Management at NTA level 5. Others are Ordinary Diploma in Accountancy, Ordinary Diploma in Business Administration, and Ordinary Diploma in Records Management at NTA Level 6 as follows:

2.4.1 Accountancy Programmes (proposed)

i) Basic Technician Certificate in Accountancy (NTA Level 4)

a) Summary of Modules

Sn	Module code	Module title	Class	Credits
Semester 1				
1	ACT 04101	Elements of Bookkeeping and Accounts	C	18
2	ACT 04102	Elements of Business Mathematics	F	14
3	ACT 04103	Communication Skills	F	16
4	ACT 04104	Basic Computer Skills	F	14
5	ACT 04105	Elements of Commerce	F	8
Semester 1: Total Credits				70
Semester 2				
1	ACT 04201	Computer Applications in Accounting	C	16
2	ACT 04202	Basic Records Management	C	16
3	ACT 04203	Customer Care	F	8
4	ACT 04204	Principles of Entrepreneurship	F	10
Semester 2: Total Credits				50
Semester 1 and 2: Total Credits				120

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. Direct entry: Four passes in the Certificate of Secondary Education Examinations (CSEE)
- ii. Indirect entry: The applicant shall possess The Vocational Certificate in Business Studies (NVT A 3) or equivalent.

This programme last for a period of one year of two semesters.

ii) Technician Certificate in Accountancy (NTA Level 5) (proposed)

a) Summary of Modules

Sn	Module code	Module title	Class	Credits
Semester 1				
1	ACT 04101	Elements of Bookkeeping and Accounts	C	18
2	ACT 04102	Elements of Business Mathematics	F	14
3	ACT 04103	Communication Skills	F	16
4	ACT 04104	Basic Computer Skills	F	14
5	ACT 04105	Elements of Commerce	F	8
Semester 1: Total Credits				70
Semester 2				
1	ACT 04201	Computer Applications in Accounting	C	16
2	ACT 04202	Basic Records Management	C	16
3	ACT 04203	Customer Care	F	8
4	ACT 04204	Principles of Entrepreneurship	F	10
Semester 2: Total Credits				50
Semester 1 and 2: Total Credits				120

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. Direct entry: One principal pass and a subsidiary in the Advanced Certificate of Secondary Education Examinations (ACSEE)
- ii. Indirect entry: The applicant shall possess The Basic Technician Certificate in Accountancy (NTA 4) or equivalent.

This programme last for a period of one year of two semesters.

iii) Ordinary Diploma in Accountancy (NTA Level 6) (proposed)

a) Summary of modules

Sn	Module code	Module title	Class	Credits
Semester 1				
1	ACT 04101	Elements of Bookkeeping and Accounts	C	18
2	ACT 04102	Elements of Business Mathematics	F	14
3	ACT 04103	Communication Skills	F	16
4	ACT 04104	Basic Computer Skills	F	14
5	ACT 04105	Elements of Commerce	F	8
Semester 1: Total Credits				70
Semester 2				
1	ACT 04201	Computer Applications in Accounting	C	16
2	ACT 04202	Basic Records Management	C	16
3	ACT 04203	Customer Care	F	8
4	ACT 04204	Principles of Entrepreneurship	F	10
Semester 2: Total Credits				50
Semester 1 and 2: Total Credits				120

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** No direct entry
- ii. **Indirect entry:** The applicant shall possess The Technician Certificate in Accountancy (NTA 5) or equivalent.

This programme last for a period of one year of two semesters.

2.4.2 Business Administration Programmes

i) Basic Technician Certificate in Business Administration (NTA Level 4) (proposed)

a) Summary of Modules

Sn	Module code	Module title	Class	Credits
Semester 1				
1	BAT 04101	Basic Communication Skills	F	10
2	BAT 04102	Basic Computer Applications	F	8
3	BAT 04103	Business Mathematics	F	15
4	BAT 04108	Life Skills	F	10
5	BAT 06106	Customer Care Skills	C	20
Semester 1: Total Credits				63

Semester 2				
1	BAT 04204	Principles of Bookkeeping	C	12
2	BAT 04205	Elements of Marketing	C	20
3	BAT 04207	Fundamentals of Entrepreneurship	C	15
4	BAT 04209	Field Practical Training	C	10
Semester 2: Total Credits				57
Semester 1 and 2: Total Credits				120

c) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** Four passes in the Certificate of Secondary Education Examinations (CSEE)
- ii. **Indirect entry:** The applicant shall possess The Vocational Certificate in Business Studies (NVT A 3) or equivalent.

This programme last for a period of one year of two semesters.

ii) Technician Certificate in Business Administration (NTA Level 5) (proposed)

a) Summary of modules

Sn	Module code	Module title	Class	Credits
Semester 1				
1	BAT 05101	Commercial Arithmetics	F	20
2	BAT 05106	Principles of Marketing	C	17
3	BAT 05105	Business Communication Sills	F	8
4	BAT 05108	Commercial Knowledge and Business Ethics	C	15
Semester 1: Total Credits				60
Semester 2				
1	BAT 05202	Fundamentals of Accounting	C	10
2	BAT 05203	Office Management	F	7
3	BAT 05204	Basics of E-commerce	C	5
4	BAT 05207	Fundamentals of Economics	C	8
5	BAT 05209	Elements of Commercial Law	C	10
6	BAT 05210	Fundamentals of Procurement and Supply	C	10
7	BAT 05207	Field Practical	C	10
Semester 2: Total Credits				60
Semester1 and 2: Total Credits				120

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** One principal pass and a subsidiary in the Advanced Certificate of Secondary Education Examinations (ACSEE)

- ii. **Indirect entry:** The applicant shall possess The Vocational Certificate in Business Studies (NTA 4) or equivalent.

This programme last for a period of one year of two semesters.

iii) Ordinary Diploma in Business Administration (NTA Level 6) (proposed)

a) Summary of modules

Sn	Module code	Module title	Class	Credits
Semester 1				
1	BAT 06101	Business Law	C	6
2	BAT 06102	Business Contract	C	15
3	BAT 06104	Elements of Finance	C	6
4	BAT 06105	Elements of Human Resource Management	F	10
5	BAT 06106	Small Business Development	C	20
Semester 1: Total Credits				57
Semester 2				
1	BAT 06203	Principles of Management	F	8
2	BAT 06207	Principles of Business Research	C	20
3	BAT 06208	Principles of Production Management	C	20
4	BAT 06209	Elements of Logistics and Inventory Control	C	15
Semester 2: Total Credits				63
Semester 1 and 2: Total Credits				120

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** No direct entry
- ii. **Indirect entry:** The applicant shall possess The Technician Certificate in Business Administration (NTA 5) or equivalent.

This programme last for a period of one year of two semesters.

2.4.3 Records Management Programmes (proposed)

i) Basic Technician Certificate in Records, Archives and Information Management (NTA Level 4)

a) Summary of Modules

Sn	Module code	Module title	Class	Credits
Semester 1				
1	RMT 04101	Basic Principles of Records Management	C	18
2	RMT 04102	Office Practice	C	18
3	RMT 04103	Communication Skills	F	14
4	RMT 04104	Basic Computer Applications	F	12
5	RMT 04106	Basic arithmetic	F	10
Semester 1: Total Credits				72

Semester 2				
1	RMT 04201	Introduction to Registry Procedures	C	18
2	RMT 04202	Government and Politics	F	10
3	RMT 04203	Basic Entrepreneurship Skills	F	10
4	RMT 04204	Basic Principles of Management	F	10
Semester 2: Total Credits				48
Semester 1 and 2: Total Credits				120

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** Four passes in the Certificate of Secondary Education Examinations (CSEE)
- ii. **Indirect entry:** The applicant shall possess The Vocational Certificate in Business Studies (NVT A 3) or equivalent.

This programme last for a period of one year of two semesters.

ii) Technician Certificate in Records, Archives and Information Management (NTA Level 5)

a) Summary of modules

Sn	Module code	Module title	Class	Credits
Semester 1				
1	RMT 05101	Principles of Records Management	C	12
2	RMT 05102	Records Centre Management	C	12
3	RMT 05103	Introduction to Archival Description and Cataloguing	C	12
4	RMT 05104	Records Management Systems	C	12
5	RMT 05105	Introduction to Statistics	F	8
6	RMT 05106	Computer Applications	F	10
Semester 1: Total Credits				66
Semester 2				
1	RMT 05201	Records Office Procedures and Practices	C	12
2	RMT 05202	Introduction to Archives Management	C	12
3	RMT 05203	Conservation and Preservation of Records and Archival Materials	C	12
4	RMT 05204	General Studies	F	8
5	RMT 05205	Communication and Interpersonal Skills	C	10
Semester 2: Total Credits				54
Semester 1 and 2: Total Credits				120

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** One principal pass and a subsidiary in the Advanced Certificate of Secondary Education Examinations (ACSEE)
- ii. **Indirect entry:** The applicant shall possess The Vocational Certificate in Business Studies (NTA 4) or equivalent.

This programme last for a period of one year of two semesters.

iii) Ordinary Diploma in Records, Archives and Information Management (NTA Level 6)

a) Summary of modules

Sn	Module code	Module title	Class	Credits
Semester 1				
1	RMT 06101	Introduction to Financial Records Management	C	10
2	RMT 06102	Records Management Policy Legislation and Standards	C	12
3	RMT 06103	Introduction to Medical Records	C	10
4	RMT 06104	Introduction to Legal Records	C	10
5	RMT 06105	Introduction to Land Records	C	10
6	RMT 06106	Introduction to Human Resource Management	F	8
Semester 1: Total Credits				60
Semester 2				
1	RMT 06201	Baseline Survey Principles	C	10
2	RMT 06202	Records Security and Disaster Management	C	10
3	RMT 06203	Electronic Records Management	C	12
4	RMT 06204	Personnel Records Management	C	10
5	RMT 06205	Records Management Retention and Disposal Schedules	C	10
6	RMT 06206	Politics and development	F	8
Semester 2: Total Credits				60
Semester1 and 2: Total Credits				120

b) Entry qualifications

Applicants for this programme shall normally possess the following qualifications at both direct and equivalent qualifications.

- i. **Direct entry:** No direct entry
- ii. **Indirect entry:** The applicant shall possess The Technician Certificate in Records, Archives and Information Management (NTA 5) or equivalent.

This programme will last for a period of one year of two semesters.

3.0 FEE STRUCTURE FOR VARIOUS PROGRAMMES

3.1 FEE STRUCTURE FOR BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT & SUPPLY (BTCPS) NTA 4 AND ALL OTHER NTA 4 PROGRAMMES STARTING IN THE ACADEMIC YEAR 2016/2017

A: Direct student cost payable to the Institute (IPS) NMB Bank account No 21401300004.

ITEM DESCRIPTION	AMMOUNT PAYABLE TO IPS	
	FIRST SEMESTER	SECOND SEMESTER
Tuition fees	360,000/=	360,000/=
IPSSO- students union	10,000/=	
Registration and admission fees	20,000/=	
Application Form	30,000/=	
Identity card	10,000/=	
Examination fees	30,000/=	
Accommodation fees-shared normal	150,000/=	
Accommodation fees-shared room self contained	225,000/=	
NACTE fee	20,000/=	
TOTAL	450,000/= *Excluding accommodation and application form	360,000/=

B: Other Recommended Direct Student Minimum Costs (Incurred by Student and/ or Sponsors)

N0.	ITEM	AMOUNT
1.	Meal allowances	10,000 Per day
2.	Books and stationery	400,000 Per year
3	Field practical	-

3.2 FEE STRUCTURE FOR TECHNICIAN CERTIFICATE AND ORDINARY DIPLOMA IN PROCUREMENT & SUPPLY (TCPS&ODPS) NTA 5 & 6 FOR ACADEMIC YEAR 2015/2016

A: Direct student cost payable to the Institute (IPS) NMB Bank account No 21401300004.

ITEM DESCRIPTION	AMMOUNT PAYABLE TO IPS	
	FIRST SEMESTER	SECOND TO FOURTH SEMESTER
Tuition fee	950,000/=	950,000/=
IPSSO- students union	10,000/=	
Registration and admission fees	20,000/=	
Application Form	30,000/=	
Identity card	10,000/=	
Examination fees	30,000/=	
Accommodation fees-shared normal room	150,000/=	
Accommodation fees-shared self contained room	225,000/=	
NACTE fee	20,000/=	
TOTAL	1,040,000/= *excluding accommodation and application form	950,000/=

B: Other Recommended Direct Student Minimum Costs (Incurred by Student and/ or Sponsors)

N0.	ITEM	AMOUNT
1.	Meal allowances	10,000 Per day
2.	Books and stationery	400,000 Per year
3	Field practical	-

3.3 FEE STRUCTURE FOR THE HIGHER DIPLOMA AND BACHELOR DEGREE IN PROCUREMENT & SUPPLY (HDPS & BDPS) ACADEMIC YEAR 2014/2015

A: Direct student cost payable to the Institute (IPS) NMB Bank account No 21401300004.

ITEM DESCRIPTION	AMMOUNT PAYABLE TO IPS	
	FIRST SEMESTER	SECOND TO SIXTH SEMESTER
Tuition fees	1,100,000/=	1,100,000/=
IPSSO- students union	10,000/=	
Registration and admission fees	20,000/=	
Application Form	30,000/=	
Identity card	10,000/=	
Examination fees	30,000/=	
Research Administration fee	200,000/=	
Accommodation fees-shared normal	150,000/=	
Accommodation fees-shared room self contained	225,000/=	
NACTE fee	20,000/=	
TOTAL	1,390,000/=*excluding accommodation	1,100,000/=

B: Other Recommended Direct Student Minimum Costs (Incurred by Student and/ or Sponsors)

N0.	ITEM	AMOUNT
1.	Meal allowances	10,000 Per day
2.	Books and stationery	400,000 Per year
3	Research work	400,000

3.4 FEE STRUCTURE FOR POSTGRADUATE DIPLOMA IN PROCUREMENT & SUPPLY FOR ACADEMIC YEAR 2015/2016

A: Direct student cost payable to the Institute (IPS) NMB Bank account No 21401300004.

ITEM DESCRIPTION	FIRST SEMESTER	SECOND SEMESTER
Tuition fees	1,250,000/=	1,250,000/=
IPSSO- students union	10,000/=	
Registration and admission fees	20,000/=	
Application Form	30,000/=	
Identity card	10,000/=	
Examination fees	30,000/=	
Research Administration fee	200,000/=	
Accommodation fees-shared normal room	150,000/=	
Accommodation fees-shared self contained room	225,000/=	
NACTE fees	20,000/=	
TOTAL	1,540,000/=*excluding accommodation & application form	1,250,000/=

B: Other Recommended Direct Student Minimum Costs (Incurred by Student and/ or Sponsors)

N0.	ITEM	AMOUNT
1.	Meal allowances	10,000 Per day
2.	Books and stationery	400,000 Per year
3	Research work	400,000

3.6 PROPOSED FEE STRUCTURE FOR ORDINARY DIPLOMA IN ACCOUNTANCY, BUSINESS ADMINISTRATION AND RECORDS MANAGEMENT (NTA 5 & 6) FOR ACADEMIC YEAR 2016/2017

A: Direct student cost payable to the Institute (IPS) NMB Bank account No 21401300004.

ITEM DESCRIPTION	AMMOUNT PAYABLE TO IPS	
	FIRST SEMESTER	SECOND SEMESTER
Tuition fee	650,000/=	650,000/=
IPSSO- students union	10,000/=	
Registration and admission fees	20,000/=	
Application Form	30,000/=	
Identity card	10,000/=	
Examination fees	30,000/=	
Accommodation fees-shared normal room	150,000/=	
Accommodation fees-shared self contained room	225,000/=	
NACTE	20,000/=	
TOTAL	5,090,000/=*excluding accommodation and application form	650,000/=

B: Other Recommended Direct Student Minimum Costs (Incurred by Student and/ or Sponsors)

N0.	ITEM	AMOUNT
1.	Meal allowances	10,000 Per day
2.	Books and stationery	400,000 Per year
3	Field practical	-

4.0 CODING AND GRADING SYSTEMS

4.1 Module Coding

The coding system is based on NACTE's framework of module codes. This is a combination of letters and numbers which have specific meanings. For instance, PSU 07101: Elementary Procurement and Supply, where:-

PS The first two letters stand for the name of the department of "Procurement and Supply"
Others are BS for Business Studies and so forth.

U The last letter indicates level of qualification that is U for undergraduate. Other levels are V for Vocational level, T for Technician level, and M for master level.

07 First two numerals stand for the respective NTA Level that is, Level 7.

1 The third numeral stands for the semester in which it is conducted

01 The last two numerals stand for serial number to which a particular module is assigned in the respective department.

Others, for example are PST 04101... for Basic Technician Certificate, PST 05101... for Technician Certificate, and PST 06101... for Ordinary Diploma and NVA for other VETA programmes use their own nomenclature.

5.0 PROGRAMMES ASSESSMENT

The outcomes of the continuous assessment (tests, assignments, quizzes, presentations, group discussions) and end of semester examinations are used to assess students as administered by the examinations committee of the Institute. Thereafter it is submitted to the Institute's Governing Council for endorsement.

5.1 Principles of Assessment

- a) Assessment shall be based on the purpose and objectives of the course and the learning outcomes of the module
- b) Assessment shall be designed to assist in student learning particularly in their self development and acquisition of key learning skills
- c) Assessment will be varied to stimulate learning interests among students in their pursuits for learning outcomes

5.2 Assessment Methods

5.2.1 Coursework

Coursework carries 40% of total examination results for every module taken at all levels. This shall include:

5.2.1.1 Assignments

Assignments are intended to reinforce the learning process by ensuring participation of the students in finding the solution to a given problem which requires internalization of understanding and practices in enhancing self development. Assignments will be administered in a form of written work or practical exercises that will be done individually and in groups. At

least two individual assignments and one group assignment will be administered in a semester to foster self development. Study tours may be used for reinforcement of learning outcomes whenever possible and field tour reports will be assessed as individual and group assignments respectively.

5.2.1.2 Timed Tests

Written timed tests will be administered in order to measure theoretical abilities of students and evaluate their performance in a written form. There will be a minimum of two timed tests in a given semester that will be supervised by respective tutors and lecturers for duration of not less than one hour.

The pass marks for coursework class attendance shall be 70% of total course hours required in a semester. Incomplete coursework shall be less than 70% of attendance and shall lead to repeat module. A student who will sit for the examination with incomplete coursework (less than 70% of attendance) shall have her or his results null and void for the respective module and shall repeat a module.

5.2.2 Block Fieldwork

Some Certificates and all Diploma and Degree programmes shall have compulsory field practicum. Block fieldwork shall take place at the end of second semester for Diploma programme (NTA 5) and semester IV for degree programme; students shall undertake block fieldwork in order to have opportunity to have hands-on practices for all theoretical issues they learned in classrooms. Internal Supervisors' reports (20 marks), external Supervisors' report (20 marks), and student's logbook (10 marks) and student's fieldwork final report (50 marks) shall be used to assess students on their practice excellence. Bloc fieldwork shall be supplemented by extended block fieldwork of similar period. Assignments shall not be used to supplement fieldworks as they differ in essence the former is theoretical while the latter is practice. Concurrent field practices shall taken as regulated by VETA

5.2.2 Research Project and Dissertations

Bachelor Degree students shall have research project in their last year while Postgraduate Diploma programme shall produce a dissertation at the end of the Third semester. For undergraduate students the first semester of the third year shall prepare research proposals under supervisors. At the end of second semester students shall go for field data collection and that exercise shall culminate with data analysis and research report production at the end of the last semester. Research reports shall be received by October 15th of a given year. Delays will be considered in the next academic year. No research project shall extend more than two academic years. The Postgraduate Diploma programme (pre-NTA 9) shall undertake research project at the end of the second semester; students shall undertake independent study (dissertation) in order to have opportunity to have hands-on practices for all analytical issues they need in decision making. Internal Supervisors shall be appointed to supervise every student. External supervisors will be appointed for external marking and the final scores for dissertations shall be the average of both internal and external supervisors' scores.

5.2.4 Final Examinations

At the end of every semester, the Institute shall conduct end of semester examinations of not less than two hours and half, and not more than three hours. This final examination shall be supervised by the college administration. The examinations papers shall be moderated internally and externally prior to students sitting for examinations and post moderated by external examiners after internal examiners assessment. End of Semester Examinations shall carry 60% of the module's final results. Failing in first sitting shall lead to supplementary examination taking. No candidate will sit for the semester examination with incomplete coursework. Appeals for failed examinations shall be made in two weeks after the release of semester exam results.

The pass marks for final semester examinations for every module shall be 50% (50 marks for both coursework and semester examination for a given module) of total final examination for certificate programmes, 45% (45 marks for both coursework and semester examination for a given module) of total final examination for Ordinary Diploma programmes and 40% (40 marks for both coursework and semester examination for a given module) of total final examination for Degree programmes. Scores below indicated marks shall mean failures and students shall sit for supplementary examinations. Failing supplementary examination shall lead to repeat module so all failed final examinations shall be supplemented one week before the start of a next semester. A student who will fail for more than half of modules taken in a given semester shall be allowed to repeat a semester only once.

5.2.5 Progression from Semester to Semester/ NTA level to another

No student shall be allowed to proceed to the next semester if he/she fails in more than half of modules taken in a given semester. No student shall be allowed to proceed to the next academic year if he/she carries more than two modules taken in a given academic year. The modules carried forward to the next academic year shall have to be completed in the following semester. No carrying shall be allowed after one semester of the next academic year unless the carried down module is scheduled to the second semester of the next academic year. A student who carries forward a module(s) and fails shall have his/her results nullified for the next academic year and shall be deemed to repeat a year he/she failed before proceeding to the next year.

No student shall be allowed to proceed to the next NTA Level unless he/she passes all the modules designated for the level he/she is admitted and enrolled for. A student who enrolls himself or herself in the next NTA with failed modules will be considered not admitted or enrolled and he/she will have wasted his/her time for nothing unless is registered for non leaving level of NTA Level 5 and 7, where time for carrying forward is possible.

5.3 Management of Assessment

Assessment will be managed based on the guidelines provided by VETA/NACTE and IPS from time to time in order to keep up to the required standards. The Institute uses quality assurance policy and other regulations such as examinations regulations and moderation rules that provide guidelines on quality training and assessment processes.

7.0 EXAMINATIONS REGULATIONS

7.1 The Grading System

IPS has adopted NACTE's grading system in this curriculum in order to maintain standardized grading system. A system uses a range of scores with respective grade letters and definitions which have specific meanings. Grades will be awarded according to the NACTE system

a) NVA Level 3 to NTA Level 5

The Institute of Procurement and Supply has adopted a common grading system given in curricula in order to maintain standardized grading system. A system uses a range of scores with respective grade letters and definitions which have specific meanings.

Score Range	Grade	Definition
80 - 100	A	Excellent
65 - 79	B	Good
50 - 64	C	Average
40 - 49	D	Poor
0 - 39	F	Failure
-	I	Incomplete
-	Q	Disqualification

b) NTA Level 6 to pre-NTA Level 9

Score Range	Grade	Point	Remarks
70-100	A	5.0	Excellent
60-69	B+	4.0	Very Good
50-59	B	3.0	Good
40-49	C	2.0	Satisfactory
35-39	D	1.0	Poor
0-34	F	0.0	Failure

The final scores of the coursework and semester examination for each module shall be computed and truncated to the nearest integer for instance 2.45 shall read 2 and 2.79 shall read 3.

This takes into consideration the following components of the final results:

- i. End of Semester Examinations 60%
- ii. Continuous Assessment 40%
- iii. Candidates will be given opportunity to appeal with respect to marking grades and point scores.

- iv. The model answers and marking schemes will be submitted to the moderators for re-assessment to ensure fairness and consistency in the marking processes. The post moderation scrutiny of marked scripts shall be conducted by external examiners to re-ensure fairness and standard adherence. After this process the final results will be released by the Academic Programmes Committee (APC) after approval by the governing board.
- v. All examinations and invigilation will be done at the Institute or any other appointed centre(s). The activities will be monitored by the Institute's examinations supervisors under the Deputy Rector - ARC. All examinations will be supervised by appointed invigilators by examination officer. The examination officer shall have operational authority and responsibility over all examination matters.
- vi. The external moderators and examiners from other similar institutions will help to ensure that the setting and marking of the examinations by internal examiners were conducted as per rules and regulations set by the Institute and NACTE that they were fair and consistent.
- vii. A student who has failed coursework will be allowed to supplement it before the commencement of the semester examinations. After the semester examinations no student will be allowed to supplement the coursework. A student with incomplete coursework shall (less than 70% of hours of attendance) not be allowed to sit for the examination of the module in question.
- viii. Supplemented examinations shall have no coursework so they will be assessed out of 100% of the examinations taken and the final examination results shall be recorded with a mere pass score (C grade score).
- ix. A student who fails in more than half of the taken modules in a given semester shall be required to repeat a semester. The student shall be allowed to repeat the same semester (same subjects) only once. Failing in repeated subjects shall lead to discontinuation. However he/she will be allowed to re-apply after one academic year.

7.2 Computation of Cumulative GPA

The cumulative point average (cum GPA) for each semester (end of course) shall be computed based on the following formula:

$$\text{Cumulative GPA} = \frac{\text{Sum of (P X N)}}{\text{Sum of N}}$$

Where P: Represents a grade point assigned to a letter grade scored by a candidate in each module taken
 N: Represents the number of credits associated with each module covered in a semester

That is, dividing the total number of grade points scored for all modules by the total number of credits of all modules covered in a semester for the award.

The Grade Point Average (GPA) overall shall be computed and truncated to a single decimal point for instance 2.45 shall read 2.4

7.3 Classification of Awards

a) NVA Level 3 to NTA Level 5

Grades for different score ranges are assigned points as follows:

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

The Grade Point Average (GPA) shall be computed from credits in each module and grade weights are classified as follows:

Class Award	Cumulative GPA
First Class	3.5 – 4.0
Second Class	2.7 – 3.4
Pass	2.0 – 2.6

b) NTA Level 6 to pre- NTA Level 9 (Postgraduate Diploma)

Grades for different score ranges are assigned points as follows:

Grade	Points
A	5
B+	4
B	3
C	2
D	1
F	0

The award shall be classified as follows:

Cumulative GPA	Class Award	Remarks
4.4 – 5.0	First class	Excellent
3.5 – 4.3	Upper Second Class	Very Good
2.7 – 3.4	Lower second	Good
2.0 – 2.6	Pass	Satisfactory

An award shall be conferred to a candidate who satisfies the following conditions:

- i. A candidate should have successfully completed all modules in a given level

- ii. A candidate should have achieved the minimum cumulative Grade Point Average (GPA) equivalent to a pass.
- iii. A student shall progress from one semester/year to another after having passed half of the modules taken in that semester or year of study.

7.4 DISCIPLINE MATTERS

Students discipline matters shall fall under the Dean of Students who shall from time to time issue students-by-laws that shall govern students' matters including students' government and administrative penalties for students. Students dressing code shall be put in place in consultation with students' government and the dean of students for viable dressing etiquette of the Institute. Every student shall be given an academic advisor who shall from time to time meet with respective student for counseling.

8.0 KEY STAFF

8.1 CENTRAL ADMINISTRATION

Dr. Makongoro Mahanga (Ph. D)	The Governing Board Chairman
Douglass J. Massaburi	(MSc, CIPS) The Acting Rector
Faustine G. Nzigu (MBA, BA, CertPhil)	The Deputy Rector – Academic, Research and Consultancy
John Massaburi (MBA, CIPS)	The Deputy Rector – Planning Finance and Administration

8.2 ACCOUNTS OFFICE

Godlisten G. Salema (BBA)	Bursar
Marcia Massaburi (DPS)	The Cashier

8.3 ADMISSIONS OFFICE

Happy Armani (MBA, BA)	The Registrar
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8.4 EXAMINATIONS OFFICE

Said Nachuche (DipPS/CIPS)	Examinations officer
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8.5 LIBRARY SERVICES

Asteria V. Kidumu (DLRM, CLRM)	Librarian
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8.6 STUDENTS SERVICES

Happy Armani (MBA, BA)	Dean of Students
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8.7 DEPARTMENT OF PROCUREMENT AND SUPPLY

- i. Sam F. Juma (MA, BA) Head and Lecturer
- ii. Douglass J. Massaburi (MSc, CIPS) Lecturer
- iii. Shimola G. Makondo (ADPS/ CIPS) Assistant Lecturer
- iv. Anold Danstan(ADPS/ CIPS) Assistant Lecturer
- v. Said Nachuche (Dip/ CIPS) Tutorial Assistant

8. 8. DEPARTMENT OF BUSINESS MANAGEMENT (proposed)

- i. Mugenyi Anatory (BA-AC, CPA, MBA(FN)) Senior Lecturer
- ii. Faustine G. Nzigu (MBA, BA, Cert. Phil) Senior Lecturer
- iii. Christopher Mgimba BSc. (Comp.Sc.) Assistant Lecturer
- iv. Happy Armani (MBA, BA) Head and lecturer

9.0 ALMANAC FOR 2015 – 2016 and 2016 – 2017 ACADEMIC YEARS

9.1 ALMANAC FOR 2015 – 2016

DATE	ACTIVITY	RESPONSIBLE
02 November 2015	Opening	Degree programmes
23 November	Test 1 start	Degree Programmes
04 December	Moderation Committee	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6
07 December	Semester Exams Start	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6
09 December	P/H - independence Day	All
18 December	Semester Exam End	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6
	Semester End	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6
25 December	P/H - Christmas Day	All
26 December	P/H - Boxing Day	All
01 January 2016	P/H – New Year	All
12 January	P/H – Zanzibar Rev. Day	All
25 January	APC Meeting	Academic staff/Ex Examiners
26 January	Results Release	Jan/Jul. NVTA L. 1- 3/NTA L. 4 -6
	Orientation Week Start	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 - 6
01 February 2016	Opening Semester	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6
08 February	Test II Start	Degree Programmes
19 February	Moderation Committee	Committee Members/ Degree Programmes
22 February	Semester I Exams Start	Degree Programmes/invigilators
29 February	Test 1 start	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6
04 March 2016	End of Semester Exams	Degree Programmes/invigilators
	End of Semester	Degree Programmes
17 March	APC Meeting	Academic staff/Ex Examiners
18 March	Results Release	Degree Programmes
25 March	P/H Good Friday	All
28 March	P/H Easter Monday	All
29 March	Supp/Special Exam Start	Degree Programmes
04 April 2016	Semester Starts	Degree Programmes
07 April	P/H - Karume Day	All
08 April	APC Meeting	Academic staff
01 May 2016	P/H May Day	All
13 May	Release of Coursework	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6
	Moderation Committee	NVTA L. 1 – 3/ NTA L. 4 – 6 programmes
16 May	Semester Exams Start	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6
	CIPS Exams Start	internal/External students
20 May	End of CIPS Exams	internal/External students
23 May	Test 1 Start	Degree Programmes
27 May	End of Semester Exams	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6
06 June 2016	Start Field Practice	Cert II/ Diploma IV
15 June	APC Meeting	Academic staff/Ex Examiners
17 June	Results out	Jan/Jul. NVTA L. 1 – 3/ NTA L. 4 – 6

20 June	Test II Start	Degree Programmes
05 July	P/H Eid el Fitr☀	All
06 July	P/H Eid el Fitr☀	All
07 July	P/H Industrial Day	All
11 July	Supp/Special Exam Start	NVTA L. 1 - 3/ NTA L. 4 - 6
	Start Orientation Week	NVTA L. 1 - 3/ NTA L. 4 - 6
15 July	Release of Coursework	Degree Programmes
18 July	Semester Starts	Jul. NVTA L. 1 - 3/ NTA L. 4 - 6
18 July	Semester Exams Start	Degree/Postg Programmes
29 July	End of Semester Exams	Degree Programmes
	End of Semester	Degree Programmes
01 August 2016	Start Field Practice	Degree II Programme
08 August	P/H Farmers Day	All
17 August	APC Meeting	Academic staff/Ex Examiners
19 August	Exams Results Release	Degree Programmes
22 August	Test 1 start	Jul. NVTA L. 1 - 3/ NTA L. 4 - 6
26 August	End Field Practice	Cert II/ Diploma IV
26 August	Test 2 start	Jul. NVTA L. 1 - 3/ NTA L. 4 - 6
23 September 2016	End Field Practice	Degree II Programme
30 September	Moderation Committee	All programmes
03 October	Supp/Special Exams Start	All Programmes
	Orientation Week Start	Freshers NTVA L. 1 - 3/ NTA L. 4 - 6 & Degree Programmes

9.2 ACADEMIC YEAR 2016/17 ALMANAC

03 October 2016	Supp/Special Exams Start	All Programmes
	Orientation Week Start	Freshers NTVA L. 1 - 3/ NTA L. 4 - 6 & Degree Programme
10 OCTOBER	START SEMESTER	DEGREE PROGRAMMES
		Freshers NTVA L. 1 - 3/ NTA L. 4 - 6
14 October 2016	P/H Nyerere's Day	All
28 October	Moderation Committee	July NVTA L. 1 - 3/ NTA L. 4 - 6
	Release of Coursework	July NVTA L. 1 - 3/ NTA L. 4 - 6
31 October	Semester Exams Start	July NVTA L. 1 - 3/ NTA L. 4 - 6
07 November	Test 1 start	Degree Programmes
		Oct. NVTA L. 1 - 3/ NTA L. 4 - 6
11 November 2016	End of Semester Exam	NVTA L. 1 - 3/ NTA L. 4 - 6
	END OF SEMESTER	July NVTA L. 1 - 3/ NTA L. 4 - 6
12 November	GRADUATION CEREMONY	All
14 November	Start Exams marking	July NVTA L. 1 - 3/ NTA L. 4 - 6
30 November	APC Meeting	Academic staff/Ex Examiners
02 December	Exams Results Release	Jul. NVTA L. 1 - 3/ NTA L. 4 - 6

09 December	P/H - independence Day	All
12 December	Test 2 start	Degree Programmes Oct. NVTA L. 1 - 3/ NTA L. 4 - 6
25 December	P/H - Christmas Day	All
26 December	P/H - Boxing Day	All
01 January 2017	P/H - New Year 2017	All
12 January	P/H - Zanzibar Rev. Day	All
20 January	Moderation Committee	Committee Members/Degree Programmes Oct. NTVA L. 1 - 3/ NTA L. 4 - 6
23 January	Orientation Week Start	Jan. NVA L. 1 - 3/ NTA L. 4 - 6
30 January	SEMESTER START	Jan./Jul. NVA L. 1 - 3/ NTA L. 4 - 6
	Semester Exams Start	invigilators/Degree Programmes/ Oct. NVTA L. 1 - 3/ NTA L. 4 - 6
	Supp/Special Exam Start	Jul. NVA L. 1 - 3/ NTA L. 4 - 6
10 February	End of Semester Exams	Degree Programmes/invigilators Oct. NVTA L. 1 - 3/ NTA L. 4 - 6
	END OF SEMESTER	Degree Programmes Oct. NTA L. 4 - 6
13 February	Start Exams marking	Degree Programmes/Oct. NVTA L. 1 - 3 / NTA L. 4 - 6
22 February	APC Meeting	Academic staff/Ex Examiners
27 February	Exam Results Release	Degree Programmes Oct. NVTA L. 1 - 3/ NTA L. 4 - 6
06 March	Supp/Special Exam Start	All Programmes
	SEMESTER START	Degree Programmes Oct. NVTA L. 1 - 3/ NTA L. 4 - 6
07 April	P/H - Karume Day	All
10 April	Test I Start	Degree Programmes NTA L. 4 - 6
01 May 2017	P/H May Day	All
15 May	Start test 2	Degree Programmes NTA L. 4 - 6
12 June	Release of Coursework	NTA L. 4 - 6
	Moderation Meeting	Moderation Committee
19 June 2017	SEMESTER EXAMS START	All
30 June	End of Semester Exams	All
	END OF SEMESTER	All
03 July	Start Exams marking	Degree Programmes & NTA L. 4 - 6
07 July	P/H Industrial Day	All
10 July	Start Field Practice	Degree II & Diploma II
	Start Orientation Week	NVA L. 1 - 3/ NTA L. 4 - 6
17 July 2017	START SEMESTER	NVA I (Pre - entry programme)

19 July	APC Meeting	Academic staff/Ext Examiners
21 July	Release of exams results	Exams officer /Degree Programmes & NTA L. 4 - 6
31 July 2017	Start Semester exams	NTA L 4I and 5I only
04 August	End of Semester exams	NTA L 4I and 5I only
	End of Semester	NTA L 4I and 5I only
07 August	Start Marking exams	Lecturers
08 August 2017	P/H Farmers Day	All
16 August	APC meeting	Academic staff/external examiners
18 August	Release exam results	EO/NTA L 4I and 5I.
01 September	End Field Practice	Degree II/Diploma II Programmes
23 October 2017	Supp/Special Exam Start	Degree Programmes
	Orientation Week Start	NTA L. 4 - 6
		Degree Programmes
30 OCTOBER 2017	Start New Academic year 2017/18	DEGREE PROGRAMMES
		NTA L. 4 - 6