APPENDIX 1: COMENIUS POLYTECHNIC INSTITUTE (CPI)

PROSPECTUS 2022/2023

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MESSAGE FROM THE PRINCIPAL

Thank you for your interest in Comenius Polytechnic Institute (CPI). CPI is a technical educational institution operating under the guidance of the National Council of Technical Education (NACTE). This prospectus provides information on the academic programmes currently being offered at CPI, the staff, facilities and other services put in place for your academic success. It is intended to serve as a guide to prospective students in planning their study programmes as it provides a complete list of all the programmes as well as the respective entry and graduation requirements.

CPI aspires to be a comprehensive Institute for the provision of affordable, demand-driven training, consulting and application-oriented research to the public, non-governmental and private sectors of the country. The staff at CPI is student-centred, career-focused and committed to student success. Our competence-based philosophy is intended to ensure that our graduates have the professional skills and values required in their occupational fields. This is why you should choose CPI as your preferred destination for your professional development.

It is our goal to offer students' knowledge and skills to successfully enter the world of work. As you go through this prospectus, it is my sincere hope that you will find useful information to guide your study career at Comenius Polytechnic Institute.

Ezekiel Kassanga
Principal

Contents

ABBREVIATIONS AND ACRONYMS

ACSEE	Advanced Certificate of Secondary Education Examination
AO	Admissions Officer
CA	Continuous Assessment
CAB	Institute Advisory Board
CSP	Corporate Strategic Plan
CBET	Competence-based Education and Training
COPISO	Comenius Polytechnic Institute Students Organisation
CPI	Comenius polytechnic Institute
CSEE	Certificate of Secondary Education Examination
DOS	Dean of Students
DPAA	Deputy Vice Chancellor Academic Affairs
DPAF	Deputy Principal Administration and Finance
EO	Examinations Officer
ICT	Information Communication and Technology
HOD	Head of Department
HOU	Head of Unit
HOLS	Head of Library Services
MCT	Moravian Church in Tanzania
NACTE	National Council of Technical Education
QAU	Quality Assurance Unit
RAAWU	Researchers, Academicians, and Allied Workers Union
REO	Regional Education officer
SE	Semester Examinations

1.0. INTRODUCTION

1.1. Background of the Institute

Comenius Polytechnic Institute (CPI) is a private, post-secondary technical education institution registered with the National Council of Technical Education (NACTE) as well as Vocational Education and Training Authority (VETA). The institute was established in 2012 as a Training Centre of Teofilo Kisanji University, Mbeya. In 2018, the Centre was transformed into a post-secondary education institution and a middle level training college. The Institute was granted formal registration by NACTE in January 2019. In March 2019, the Institute enrolled the first batch of students.

Currently, the Institute provides training leading to qualifications in theology, business administration, accounting and finance, procurement and supply, law, and community development. Also, it offers short courses in Information Technology (e.g. computer applications, networking, repair and maintenance), English Language (for professional purposes, writing and editing), and Church Management and Administration. Our target groups are primary and secondary school leavers, college graduates and practitioners in public and private organizations, who want to improve their professional skills.

1.2. Location of the Institute

CPI is an institution of the Moravian Church in Tanzania. The main campus of the Institute is located at Lwanzari in the Municipality of Tabora, 200 meters from Sikonge road, adjacent to St Philip Hospital. The Institute has other teaching facilities at Plot 13, Block X, Swetu, Road, about 200 metres north of the head offices of Tabora Municipal Council.

1.3. Functions

i. To provide courses leading to, diploma, certificate, and other academic awards, including short-term training for persons requiring remedial training in order to qualify for entry into various academic programmes at the Institute.

ii. To conduct examinations and to confer diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Academic Committee, and additionally

or alternatively, have satisfied such other requirements as may be determined by the Academic Committee.

iii. To provide for and pursue original research and scholarship, innovation and advancement of knowledge, and consultancy at the highest level whether on a full time or part time basis, by correspondence or extramural, and take such other steps as may appear necessary and desirable for the advancement and dissemination of knowledge.

iv. To endeavor, to erect, equip and maintain laboratories, offices, halls of residence, lecture theatres, libraries, and other buildings and structures required for the promotion of Institute's objectives.

v. To collaborate with other post-secondary institutions in the country and elsewhere in the world for integral development and understanding and promotion of cultures and the environment.

1.4. Mission, Vision and Core Values

1.3.1 Mission

The mission of CPI is to provide opportunities for and conduct training, research and consultancy in business, humanities, science and technology for socio-economic development.

1.3.2 Vision

Comenius Polytechnic Institute aims to be a comprehensive provider of high quality and affordable technical and vocational training, turning out competent professionals with a creative and enterprising mind set.

1.3.3 Core Values

a. *Excellence:* We are committed to the development of academic and professional competence and excellence in exercising personal and public duties.

b. *Equality:* We are committed to human equality by providing an environment free from discrimination with respect to race, tribe, region, gender, religion, political ideology, socio-economic status and physical abilities.

c. *Justice:* We are committed to peace building and peaceful conflict resolution, through observance of human rights.

d. *Community:* We are committed to the cultivation of positive relationships between students, academic and administrative staff and community at large.

e. *Integrity:* We are committed to creating an honesty academic and professional community with high academic and ethical standards, accountability, efficiency, transparency, creativity, innovativeness and respect to each other.

f. *Innovativeness:* We shall strive to be responsive and quickly adapt to the changes in programmes and services to maintain a competitive edge and remain relevant in the education system.

1.5. Educational Philosophy

The Institute envisions a dynamic, learner-centred learning process that blends the liberal arts and professional studies. The instructional programme is committed to educating the whole person within a relationship-centred learning environment where common goals are achieved through engagement in a rigorous academic curriculum and thoughtful co-curricular experiences.

At CPI, students will be inspired and challenged to:

- Assume responsibility for their intellectual development, personal growth and well-being. Students will learn to sharpen their curiosity and become aware of the capabilities, strategies and resources needed to learn.

- Reason, analyze and engage in critical thinking. Students will make, systematically evaluate, and, if necessary, refute arguments and claims—both their own and those of others.

- Demonstrate thoughtful and articulate communication by applying knowledge in a variety of contexts, including writing, speaking, listening and interpretation.

- Understand the creative process and its role in human expression, and cultivate the ability to make informed aesthetic judgments.

- Navigate diverse cultural worldviews and perspectives, with the realization that differing frames of reference influence analysis, communication and behaviour.

- Make reflective ethical decisions and act with integrity to seek just outcomes with relationships, communities and society.

- Apply and integrate different strands of learning and comprehend interconnections in the process of gaining knowledge and experience.

- Identify and cultivate a sense of purpose that inspires a commitment to meaningful work in service to society.

1.6.   Governing Bodies

Comenius Polytechnic Institute is governed by the *Board of Trustees* and a *Governing Board* as provided for in the Constitution and Bylaws of the Institute. Members of the Trustees Board are appointed by the Trustees of the Moravian Church in Tanzania (MCT) and they are the official owners of the Institute.

The Governing Board is responsible for policy making, monitoring, and evaluation of all functions of the Institute. Members of the GB are appointed by Trustees of Comenius Polytechnic Institute. They include Church leadership, senior executes of the Institute, and professionals from Government authorities, industry and business sector.

The Academic Committee, formed within the Governing Board is responsible for all matters pertaining to the Institute's academic programmes. Other committees are formed in the GB to oversee matters pertaining to quality assurance, Examination, appointments and discipline, and students' welfare.

1.7.   Accreditation and Membership

Comenius Polytechnic Institute is a fully registered institution of the National Council for Technical Education (NACTE) and Vocation Education and Training Authority (VETA). The Institute is also a member of the Christian Social Services Organisation (CSSO).

1.8.   Department of Business and Social Studies

The institute aims to provide demand-driven and community relevant training programmes in order to produce competent technicians who will cope with the dynamic challenges of their respective occupations within ongoing technological and socio-economic needs. The

development and day-today management of the Institute's training programmes is the responsibility of "The Department of Business and Social Studies" (herein, the department or DBSS) and its teaching units.

Specifically, The Department aims to attain the following objectives:

(i) To foster continuous professional growth in the fields of business administration, law, community development, social work, accounting, finance, procurement and supply. The participants progress gradually from basic certificate to higher professional competency and qualifications within the "National Technical Awards" Framework.

(ii) To provide a sound foundation in business mathematics and statistics techniques, communication skills, development studies and research methods which are critical supporting fields for professional learning and practice.

(iii) To development of skills in communication which involve glossary development, communication process, organizational communication, report writing and presentation. Students will also be exposed to basic principles of computer communications, which are vital in understanding and applying the concepts in business management and information technology.

(iv) To develop creativity and strong ability for the graduates to establish and run a small business ventures as per existing laws and procedures. This will be made possible by students having been exposed to knowledge and skills of project development, entrepreneurship and e-business.

(v) To establish positive network between business, community and voluntary partners and others involved and interested in business growth and community development.

1.8.1. Theology

The Institutes continues the tradition of all Christian educational institutions, to be a centre for scholarship and development of the Church's ministry. Currently, the Institute provides two programmes in Theology, namely: Certificate in Theology (CTh), and Diploma in Theology (DTh).

These programmes are open to men and women aspiring to serve the Church as theologians, teachers, pastors and evangelists. Currently, the majority of the students in the theology programme are graduates from Bible Schools. Most of the instructors in theology are serving church ministers drawn from Churches within the vicinity of Tabora Municipality.

1.8.2. Business Studies

This programme provides training leading to NTA qualifications in three occupations: Business Administration, Accounting and Finance, and Procurement and Supply. Each is taught at three levels, namely, basic technician certificate (or NTA Level 4), technician certificate (or NTAL Level 5), and ordinary diploma (or NTA Level 6). This makes a total of nine (9) academic programmes.

1.8.3. Legal Studies

This programme offers training in legal studies at three NTA levels, namely: Basic Certificate in Law (NTA Level 4), Technician Certificate in Law (NTA Level 5) and Ordinary Diploma in Law (NTA Level 6). Course instructors are licensed and practising legal practitioners serving in the courts and private legal agencies in Tabora Municipality.

1.8.4. Community Development

This programme offers training leading to NTA qualifications in Community Development. The programme is based on the curricula issued by Ministry of Health, Community Development, Gender, Elderly and Children (MHCDGEC). The curriculum is validated by NACTE and is mandatory to all institutions providing training in community development in Tanzania.

1:8:5 Vocational Education and Training (VET)

The VET programme at the Institute provides two year training leading to the National Vocational Award, Level 2 in two vocations, namely:

- Secretarial and Computer Applications (SCA).

- Information and Communication Technology (ICT).

Trainees are registered to VETA, and their qualification is based on continuous assessment (CA) and a final examination administered by the VETA nation-wide.

1.10. Supporting Services

Admissions Office

The overall function of the Admissions Office is to enroll new students to the Institute. New students include, secondary school leavers, practicing professionals from business and industry, government and non-government institutions. Also returning CPI students after a long absence from the Institute, and transferred students from other institutions.

 Specifically, this unit is the students' entry point to the Institute, its function involves:

a) Contacting, admitting, and registering prospective students according to the Institute's standards and NACTE requirements.

b) Developing outreach programmes through which CPI communicates with its clients concerning the educational opportunities at the Institute. A responsibility of this office is to disseminate information to prospective students about the institute's programme and about the admission process.

c) Receiving and evaluating the admission credentials of each applicant and determine the admission eligibility for these students and inform them of their admission status.

d) Preparing a file for every student, and maintain proper records including documents and academic record during his/her stay at CPI and archiving afterwards.

e) Preparing all necessary arrangements for registration of students and courses, and monitoring academic load for students in accordance with the instructions, and follow-up add-and-drop processes.

f) Following up on matters related to transfer of students to and from other institutions.

g) Preparing pamphlets, brochures and forms related to admission and registration.

Examinations Office

The overall purpose of the Examinations Office is to enroll new students to the Institute. New students include, but not limited to, recent secondary school graduates, practicing professional from business organisations, government and non-government institutions,

returning students after a long absence from CPI, and transfer students from other institutions.

The function of the Examinations Office of is:

a) Supervising and co-coordinating a smooth semester and mid-semester examinations of the Institute

b) Monitoring compliance with all Institute rules and regulations on conduct of examinations

c) Keeping in custody past examination answer booklets, questions and marking schemes

d) Supervises the conduct, monitoring and provision of other logistic support for all Institute examinations.

e) Processes and issues transcripts to institutions or corporate bodies as may be requested by the applicant.

2.0 ADMISSION PROCEDURES

2.1 Mode of application

An interested candidate to join certificate and diploma programmes has to follow the following guides:

- The application forms can either be downloaded from our Website: www.cpi.ac.tz. Or obtained from the Admission Office at Comenius Polytechnic Institute Tabora.
- The filled forms should be attached with a bank pay-in-slip of an application fee of Tshs. 30,000/=
- The forms duly filled must be sent to the Deputy Principal Academic Affairs.
- Registration fee of Tshs. 30,000/= shall be paid after being admitted at the Institute.
- All students, if accepted, are expected to conform entirely to Institute Rules and Regulations.
- CPI admits students irrespective of creed, race, religious and political orientation. It enrols both mature and direct entrants i.e. 'A' level graduates provided they qualify for the programme for which they apply.

2.2 Admission Requirements

2.2.1 Basic Technician Certificate Programmes
For admission into the Basic Technician Certificate (NTA Level 4) programmes at CPI, a candidate shall be required to possess ANY of following minimum qualifications:

1. Form IV (Certificate of Secondary Education - CSEE) or its equivalents with passes in four (4) subjects at not more than two sittings.
2. National Vocational Award (NVA) level 3.

NOTE: Applicants for Basic Technician Certificate in Accounting and Finance (BTCAF) should have passes in four (4) subjects, one of which is Basic Mathematics.

2.2.2 Technician Certificate Programmes
Candidates seeking admission by direct entry into NTA Level 5 (Technician Certificate), must have:

1. Form Six (Advanced Certificate of Secondary Education – ACSEE) with at least one Principal pass and one subsidiary pass, OR
2. The National Technical Award Level 4 (Basic Certificate) in a similar programme or any approved equivalents.

2.2.3 Ordinary Diploma Programmes

Candidates seeking admission by direct entry into NTA Level 6 (Ordinary Diploma), must possess the National Technical Award Level 5 (Technician Certificate) in a similar programme or any approved equivalents.

2.2.4 Certificate in Theology (CTh)

Admission into the Certificate in Theology (CTh) programme is open to candidates who possess ANY of following minimum qualifications:

Form IV (Certificate of Secondary Education - CSEE) or its equivalents with passes in two (2) subjects at not more than two sittings.

Primary school leavers (i.e. Standard Seven), who attended and possess any recognised certificate from a Bible School.

2.2.5 Diploma in Theology (DTh)

Admission into the Certificate in Theology (CTh) programme is open to candidates who possess ANY of following minimum qualifications:

1. Form VI (Advanced Certificate of Secondary Education - ACSEE) with at least one principal and one subsidiary pass in science or arts subjects.
2. Certificate in Theology (CTh) from any institute recognised by NACTE.

2.2.6 Vocational Education and Training

The institute is recognised by VETA as provider of vocational education and training in two sectors, namely:

1. Information and Communication Technology (ICT); and
2. Secretarial Studies and Computer Application (SCA).

Admissions into VET a programme is open to candidates who have attended and completed secondary education (CSEE) at any performance level.

2.3 Registration Structure and Costing

i.   Each admitted candidates has to show joining instruction sent to her/him

ii. Show original Academic certificate obtained from a given level of education

iii. A prospective student must submit a completed application form accompanied with pay-in slip of 30,000/= non-refundable fee, paid through the bank.

iv. Furnishing a Medical Examination form on the fitness of the candidate to pursue Institute programmes.

v.   Registration must be completed before the beginning of classes for the respective semester.

vi. No student shall be allowed to register or attend classes at the institute unless the required fees and other charges have been paid and required certificates have been submitted.

vii. The deadline for registration of first year students shall be the last day of the first week of a first semester of each academic year.

viii. Students shall not be allowed to change courses after the second week after the beginning of the semester.

ix. Students shall not be allowed to change their names other than which appear in their certificates and student's name shall always start with the Surname.

x.   A student will be allowed to postpone studies with written approval from the Academic Committee, or if the student fails to pay fees or any other reasons that will be approved by the Academic Committee. Postponement of the studies will be for a period of not more than two academic years.

xi. Any newly admitted student shall pay CPI Development Fund of Tshs. 15,000.00 during registration.

xii. A student cannot register for classes if he/she owes any amount for a prior semester or cannot pay the instalment due for the current semester (*see17.3.2*).

xiii. Unregistered students that attempt to attend classes, reside in the dormitories, and/or access any other Institute services are subject to immediate expulsion from campus and can be deferred or discontinued from their studies.

xiv. Registration must be completed within the first two weeks of class for a semester, or the student must defer his/ her studies until a succeeding semester.

xv. Continuing students are required to register each semester for the courses they are required to take.

2.4 Students Enrolment

i. Registration will be done during the first two days when the Institute opens.

ii. Registration will be done after payment of tuition fees.

iii. Late registration will be accepted after payment of Sh.10, 000/= during the first weekend and 20,000, thereafter.

iv. A Student who has not been registered will be considered not attending classes and will not be allowed to do the examinations.

2.5 Students with Special Needs

Physically handicapped candidates are also encouraged to apply for studies at Comenius Polytechnic Institute. Special facilities are installed to cater for students with special needs.

2.6 Possession of Identity Card (ID)

The possession of an Identity Card is prerequisite for accessing various Institute services and participating in academic and administrative services.

Students shall keep the ID at all times while on CPI premises. The ID shall be demanded on:-

i. Entering and using the Library, in borrowing books and using the Special reserve.

ii. Entering the computer room and using the computers.

iii. Entering an examination room and sitting for examinations.

iv. Entering the CPI premises

3.0 ACADEMIC POLICIES

3.1 Academic Calendar

The academic calendar is divided into Two (2) semesters in each academic year. Each semester runs for 17 weeks, 15 weeks for teaching and the last 2 weeks for Semester Examinations (SE)

3.2 Course Structure

Courses are coded by level of academic progression, ranging from NTA Level 4 to 6, and are assigned credits. These courses will be graded in the same manner as core or compulsory courses. Each course is examined at the end of the semester.

3.3 Daily Class Schedule

Classes start from 08.00 hours to 19.00 hours from Monday to Friday; and 8.00 to 14.00 hours on Saturdays. No classes are conducted on Sundays and public holidays.

3.4 Academic Integrity

The academic community of CPI believes that one of the goals of a Christian institution of tertiary education is to strengthen academic integrity and responsibility among its members. To this end, the Institute emphasizes the importance of sound judgment and a personal sense of responsibility in each student. All members of the academic community are expected to respect the highest standards of academic integrity.

Academic dishonesty is a serious offence at CPI because it undermines the bonds of trust and personal responsibility between and among students and faculty, weakens the credibility of the academic enterprise, and defeats those who believe in the value of academic integrity.

Academic dishonesty can take several forms:

    a)   Cheating – Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise (test, exercise, etc.)

    b)   Fabrication – Intentional and unintentional

    c)   Falsification or invention of any information or citation in an academic Exercise.

    d)   Facilitating academic dishonesty – intentionally or knowingly helping or attempting to help another student commit a breach of academic integrity.

    e)   Plagiarism – representing the words or ideas of another as one's own in any academic exercise.

A student who commits an act of academic dishonesty shall be dismissed from the Institute for a period of not less than two years.

4   Incomplete Coursework

Students who do not complete assigned work by the end of the semester are not allowed to sit for end of semester examinations and are required to carry over the course in the prospective semester when the course is offered. If a student has more than four incomplete, work will be dismissed from the Directorate. Exceptions will be made only in extenuating circumstances.

5   Postponement of Studies
The student (s) who have asked for postponement of studies and accepted to do so, will be required to report at the Directorate at the corresponding date of the semester next year.

6   Discontinuation from Studies

Students will be discontinued from any course programme because of the following:

1.   Failure to attend scheduled examinations, unless caused   by extenuating circumstances.

2.   Failure to pass scheduled examinations due to,

   a)   Examination irregularities.
   b)   Failure to pay student Tuition fees, deposits, and charges.
   c)   Disciplinary offence as described in the "CPI student by-laws".
   d)   Health problem as recommended by a competent medical Practitioner and approved by the Institute.
   e)   The year's overall average GPA is below **2.0**

3.   Students who have been discontinued from a programme on the grounds of

   Inadequate academic performance may reapply to the programme only if:

   a)   Two years have passed since their discontinuation;

b)   They can prove evidence of their efforts to improve their academic standing.

4.0 GRADING SCHEME FOR ACADEMIC PROGRAMMES

4.1 Grading Schemes for NTA Programmes

In order to graduate, students shall be required to take a total of not less than 21hours in a week that is three hundred and fifty seven (357) hours in a semester.

Course grades for under derived from percentage scores obtained in continuous assessments and examinations for Certificate Programmes are as follows:

The pass mark for Basic Technician Certificate and Technician Certificate:

Grade	Percentage	Points	Description
A	80-100	4	Excellent
B	65-79	3	Very Good
C	50-64	2	Pass/Satisfactory
D	40-49	1	Fail/Supplementary
F	0-39	0	Fail and Exclude

The pass mark for Ordinary Diploma:

Grade	Percentage	Points	Description
A	75-100	5	Excellent
B+	65-74	4	Very good
B	55-64	3	Good
C	45-54	2	Pass/Satisfactory
D	39-44	1	Poor
F	0-39	0	Failure

4.2 Grade Point Average (GPA)

Courses shall be weighted by multiplying the points associated with the final grade of a given course by the number of credit hours assigned to the course. A candidate's overall performance is then found by dividing the weighted credit points of all courses taken by the total number of course credit hours.

Grade Point Average (GPA) $= \dfrac{\text{Sum of (P x N)}}{\text{Sum of N}}$

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 or year.

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 or year for the award examined.

The Grade Point Average (GPA) overall shall be computed and truncated to a single decimal point, for instance: 3.58 shall read 3.5.

4.3 Classes of Awards

	Certificate		Diploma	
	Classes of Award	**Cumulative GPA**	**Class of Award**	**Cumulative GPA**
1.	First Class	3.5-4.0	First class	4.4-5.0
2.	Second Class	3.0-3.4	Upper Second Class	3.5-4.3
3.	Pass	2.0-2.9	Lower Second class	2.7-3.4
			Pass	2.0-2.6

4.4 Provision of Progress Academic Report and Provisional Statement of Examination Results Prior to Graduation

Progress academic reports and transcripts as well as result slips are available upon request from the Office of the Deputy Principal Academic Affairs upon payment of Tshs. 5,000.00 for results slip and Tshs.10, 000.00 for a provisional statement of examination results for each academic year. For the provision of a provisional statement of examination results prior to Graduation, the student is to pay Tshs. 30,000.00.

4.5 Provision of Academic Transcript after Graduation

One official academic transcript shall be made available to students upon successful completion of his/her respective academic programme and upon payment of Tshs. 30,000.00. Any further copy can be provided upon payment of Tshs. 5,000.00 per copy. Final academic transcript will be issued four weeks after graduation ceremony.

4.6 Loss and Replacement of Academic Certificate and Transcript

Any graduate of Comenius Polytechnic Institute may be issued a copy of the academic certificate and transcript in case of loss or damage incurred on the original ones.

(a)   The issuance is only possible under the following conditions:

    (i)   Production of a sworn affidavit:

    (ii)   Provision of an evidence on the loss of the documents from the police;

    (iii)   Public announcement on the loss of the documents in a public newspaper of not less than six months.

(b)   The documents so issued shall be marked "COPY" across them.

(c)   The documents shall be replaced after a period of 12 months from the date of application.

(d)   A fee of 20,000.00 Tshs. shall be charged for the issued copy of the document.

(e)   Certification of copies of academic certificate and transcript will be Tshs. 3,000.00.

4.7 Graduation Requirements

a)   Students must pass all courses as set forth in the syllabus with a minimum pass mark of "C."

b)   Fulfil all other conditions prescribed by the CPI Academic Board.

c)   Students must also have paid all the fees, deposits, and outstanding charges.

5.0. EXAMINATION RULES AND REGULATIONS

5.1. Eligibility for Examinations

(a) All students should adhere to attendance policy of the Institute. It is important that a student attend classes both physically and mentally. Studying the texts and the lecture/presentations/practical/tutorials are the keys to success.

(b) Students must have attended a minimum of eighty percent (80 percent) of their scheduled class period for each course and have completed all course requirements.

(c) A candidate shall be barred from doing the examination if the Department or course instructor is not satisfied that the attendance of the candidate is not satisfactory in accordance with the requirements of the course.

(d) The Deputy Principal Academic Affairs in consultation with the Dean of Students, the Head of Department and the course instructor may in extenuating circumstances waive the attendance requirements for a student.

(e) If a candidate who has been barred because of unsatisfactory attendance enters the examination room and sits for the paper, her/his results will be invalid.

(f) Students shall be allowed to sit for examinations only after payment in full of all fees.

(g) Any student who would not sit for the examination without any reason shall be **discontinued from studies**.

Students sitting for supplementary examination, special examinations may register for any number of courses on offer during each semester and in accordance with applicable prescribed conditions.

1.2. Assessment of a Candidate

Unless it is specifically stated in the course description, the assessment of a candidate shall be as follows:

(a) Continues assessment, which may include: assignments, home work and tests shall carry a weight of **60%**.

(b) The end of semester examinations shall carry a weight of **40%**.

1.3. Conditions for passing a course

The final assessment mark for each student in a course shall be determined on the scale of 0 to 100%. Grades will comply with the NACTE system. Unless it is specifically stated in the course description, the assessment shall be as follows:

(a) The pass mark for each course shall be 50%. That is a candidate should score at least 30 marks out of 60 marks in Continuous Assessment (CA) and 20 marks out of 40 marks in the end of Semester Examination (SE).

(b)) In consultation with the course instructor, a candidate who fails in the continuous assessment of any course, shall be allowed to do one make-up test or assignment to improve his/her performance. All make-up tests shall be done before the commencement of the end of semester examinations.

(c) A candidate who fails in the continuous assessment shall be deemed to have failed the course and will be barred from sitting for end of semester examination. A candidate who is barred shall be given an F grade for the respective course and shall be required to re-do the module when next offered.

(d) A candidate who is required to re-do the course shall have to do both Continuous Assessment and Semester Examination.

(e) A candidate who fails the end of semester examination shall be deemed to have failed the course and shall sit for supplementary examination.

5.4. Conduct of Examinations

Notes to Candidates/Students

1. Candidates **shall** have to take home assignments, and tests marks to make up the coursework.
2. Candidates **shall** be allowed to sit for examinations only after payment of **all** fees.
3. Candidates **shall** be allowed to sit for examinations only if he/she has done coursework and obtains 16 out of 40 marks.
4. Every candidate **shall** make sure that he/she is issued with an examination number before the beginning of the examinations.

5.	Each candidate **shall** be responsible for noting any changes taking place in the examination timetable.

6.	The candidates **shall** be at the examination room 30 minutes before starting the examination.

7.	No candidate **shall** enter an examination room before identification and permission to enter.

8.	No candidate **shall** be allowed to enter the examination room 30 minutes after the starting time.

9.	No candidate **shall** be allowed to leave the examination room 10 minutes before the ending of examination session.

10.	No candidate **shall** be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examinations are in progress.

11.	All candidates **will** be required to sign the attendance register.

12.	Candidates **shal**l be required to observe any general instructions that may be given by an invigilator and to note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.

13.	Examinations **shall** be held on the dates shown on the timetable and all papers shall be sat on the time specified. Any changes shall be communicated to students.

14.	As regards the duration of the question papers, the time shown on the paper **shall** have to be followed where contradictions arise.

15.	No candidate **shall** be allowed to bring unauthorized material into the examination room. In this regulation;

	"Unauthorized material" includes:

	a.	Any hand written or printed material
	b.	Crib notes (answers)
	c.	Cellular or mobile phones
	d.	Radios
	e.	Radio cassette or other types of cassette players
	f.	CD players
	g.	VCD/DVD

h. Computers

i. Alcoholic drinks, drugs

j. Purses, bags

k. Jackets, coats, "Mitandio", "Kanga", "Kitenge", all forms of clothes assisting in hiding unauthorized materials

l. Programmable calculators

m. Any other materials as may be specified by the Institute authorities from time to time

16. No candidate **shall** be allowed to borrow examination tools/materials such as pens, calculator, correction fluid, rubber, ruler, etc. from another candidate during the examination. **Borrowing from others is interpreted as cheating and is therefore NOT allowed.** Where borrowing is necessary, the candidate **shall** strictly communicate with the invigilator.

17. Leaving the examination room to look at pre-hidden notes is a breach of examination rules and regulations.

18. Before leaving the examination room, every candidate shall make sure that the top cover of the answer book is filled properly.

5.5. Conditions for supplementing

1. Supplementary examinations shall be conducted within such time after the date of declaration of the overall semester results as the Institute Academic Board may determine.

2. Students who sit for the supplementary examinations shall be awarded grade C, D or E.

3. Students who fail the supplementary examination shall repeat the course (carry over) while continuing with the programme and will have to clear them in the following academic year.

4. A passed carried over course shall be awarded not more than a C – Grade C.

5. All carried over courses shall be cleared within the allowable maximum period of registration otherwise; the student shall be discontinued from studies. The maximum period of registration is five years (ten semesters).

5.6. Repeating an Academic Year

There shall be no repetition of an academic year

5.7. Conditions for Discontinuation

1. A candidate who fails to pass at least 50% of total courses at the end of the academic year and gets a GPA less than 2.0 shall be discontinued from studies.

2. A candidate who fails more than three (3) courses in supplementary examinations shall be discontinued from studies

3. A candidate who fails the supplementary examination of the re-do courses shall be discontinued from studies.

4. Any candidate caught cheating in any way including plagiarism during any examination shall be discontinued from the Institute.

5.8. Special Examinations

1. A student may in extenuating circumstances postpone sitting for an examination in the following cases:-

    a. Illness or any other reason such as death of spouse parent and child provided and substantiated in writing, by an authorized medical practitioner.
    b. All requests for sitting special examinations should be presented to the Director who will channel them to the DPAA.
    c. And that, the Deputy Principal for Academic Affairs has approved the reason.

2. Any student who fails to sit for normal examinations can sit for SPECIAL examinations prior to submission of a letter stating the reasons before the examination period elapses.
3. When a student is allowed to sit for special examinations, she/he shall be considered to be attempting the examination for the first time, and shall be accorded all of the rights provided in the examination regulations.

4. All students planning to sit for a special examination ought to register with the Directorate prior to the examinations.

5.9. Examination Irregularities

1. Inappropriate conduct by a student concerning final examinations impairs academic integrity, and therefore, will subject the offending student to expulsion. Such examination irregularities include but are not limited to;

- Viewing examination questions prior to sitting for the exams.
- Possessing of unauthorized material in the examination room.
- Beginning the exam before being authorized.
- Attempting to copy or referring to unauthorized materials in the examination room.
- Reading another student's answers.
- Communication with other students verbally or through other means, during the examination without permission from the invigilator.
- Permitting another student to copy from or use one paper.
- Obtaining, or endeavoring to obtain, assistance from any other student directly or indirectly or endeavoring to give assistance to any other student.
- Removing examination answer books/sheets from the examination room.
- Continuing the exam after being ordered to stop.
- Failing to comply with an examination rules regulations or directions given by an invigilator.
- Destroying or attempting to destroy evidence relating to any suspected irregularity.

2. If an invigilator suspects a student of examination irregularities, the following steps should be taken.

(a) The student to be approached immediately.
(b) All improper materials to be confiscated and the student not to be allowed to continue with the exam.

(c) The Student shall submit a written statement to the Principal within twenty four hours, not later than the following day

(d) The Chief invigilator and the examination officer should present a filled form and written report of the incident to the Principal who shall forward the matter to the Deputy Principal Academic Affairs. The form should be fully signed by the candidate.

(e) The Examination report together with the student's written statement and examination Irregularities Allegations Form shall be considered by the investigation committee of the Academic Board. The recommendations from the Investigation committee shall be forwarded to the Academic Board for final decision.

(f) If it is established by the investigation committee and approved by the Academic Board that a student committed an irregularity, then the student shall be expelled from the Institute for a period of not less than two Academic years.

5.10. Release of Examination Results

Results of all candidates in every final semester examination shall be subject to review by the Academic Board. Public disclosure of the examination results shall be made following the approval by the Academic Board. Results shall be published and released to the students through the Institute notice boards and by the Deputy Principal Academic Affairs identifying the student by Examination number and the grades obtained by each candidate. The results can also be downloaded from Institutes website (www.cpi.ac.tz) or through mobile phones.

5.11. Procedure for Appeal

1. All appeals must be presented to the Principal who will channel them to the Deputy Principal Academic Affairs within thirty (30) days of publication of the examination results, or within fifteen (15) days of the first day of class of the next academic term, whichever is later. The appellant shall pay non-refundable fee of Tshs. 20,000/=.

2. Academic appeals will be considered only on matters of procedure, competency and/or prejudice

3. The Deputy Principal Academic Affairs shall submit the appeals to the Academic Board, who shall appoint a competent sub-committee to handle any appeals received during that semester. The findings and recommendations of the sub-committee shall be forwarded to the Academic Board, which shall give a final decision.

4. The Institute administration shall have the power to require any appellant to bear the costs of any special investigation. Such detailed investigation and associated costs will be disclosed in advance and agreed upon by the appellant and the CPIs administration.

5. All appeals shall be concluded before the completion of the following Academic semester.

6. Any candidate who is not satisfied with the given examination results, has the right to apply for the remarking of the examination paper of the given course. The candidate shall pay a non-refundable fee of **Tshs. 10,000 per course** for remarking the examination.

7. Also all students are reminded to clear all their incomplete cases within the given academic year.

5.12. Preservation of Examination papers

The Institute shall preserve student's examination papers for the purpose of reference for a period of three (3) years. The Principal on the recommendation of the DPAA shall be responsible to order final disposal of any batch of examination answer booklets. Hence, students cannot appeal after lapse of this period.

5.13. Academic Prizes

5.13.1. Academic Awards for Students

Academic prizes shall be offered to students with outstanding academic performance during the whole programme. For the CPI Academic Prize, this will apply to a student with highest overall GPA. The nature of the prizes will be dictated by the availability of funds.

5.13.2. Academic Prizes for Academic Staff

Academic prizes shall be offered to the academic staff with an outstanding performance in the academic issues. This might include publications in a journal or in a book form. The prizes will be dictated by the availability of funds.

6 STUDENT LIFE AT COMENIUS POLYTECHNIC INSTITUTE

6.1. Orientation for New Students

This is held in the week before the first semester begins. Activities include addresses by the Institute Authorities and meetings with CPI staff as well as Heads of units. Students are also exposed to existing rules and regulations in force at the Institute.

6.2. Students' Organization

There is a central government of the student's body called Comenius Polytechnic Institute Students Organization (COPISO), which promotes and safeguards the interests of all students. This organization is the major link between the Institute administration and the students. It has a parliament with an elected speaker, and ministers as well as deputy ministers in selected areas under the President, Vice-President, Prime Minister and General Secretary.

6.3. Students' Welfare Policies

6.3.1. Residence

Students may be offered accommodation in the Institute hostels of residence on application and at a fee prescribed by the Institute, which shall be paid on semester basis at the beginning of each semester. Where on-campus residence is not available, the students shall live off-campus. It is the student's responsibility to find and pay for on-campus and off-campus accommodation.

6.3.2. Demonstration and Strikes

Students can demonstrate only after the principal grants permission to do so. Strikes of any kind are prohibited and might lead to your discontinuation from studies at the Institute.

6.3.3. Smoking and Use of Drugs

Smoking and the use of drugs, such as Marijuana, Cocaine, etc. is strictly prohibited within the Campus.

6.3.4. Alcoholic Beverages

No alcoholic beverages are permitted within Campus.

6.3.5. Cooking in the On-Campus Hostels

Cooking is strictly prohibited within the residence halls at any time, as these activities cause fire and other safety hazards to students' living areas. Any student found cooking in hostels shall be expelled from the hostel.

6.3.6. Electricity

Use of electrical appliances with heating elements is strictly prohibited on the campus at any time. Students, visitors, or any other unauthorized personnel must never tamper with, modify, or attempt to repair any of the electrical systems in the residential halls or elsewhere on campus. Any student found with electrical appliances with heating elements will be expelled from the hostel.

6.3.7. Furniture

Institute furniture must not be taken from other area of campus to be used in the residence halls without written permission by the Dean of Students. Any student found with Institute furniture will be expelled from the Institute and taken to court.

6.3.8. Concerns

Students should report to the Warden any concerns relating to University of residence halls.

6.3.9. Visitation and Quiet Hours

On-Campus halls of residence visitation hours are from 8:00 a.m. through 10:00 p.m. (For members of the opposite gender), and halls of residence, quiet hours of 10:00 p.m. through 8:00 a.m. should be respected by all residents and visitors.

6.3.10. Campus Security

Unauthorized persons in or near the hall of residence or present on campus or (any other dangerous conditions) should be reported immediately to campus security officers.

6.3.11. Visitors

Students and their guests shall respect the privacy and other reasonable concerns of fellow room residents. It is necessary to get advance written permission from the Dean of Students for any overnight visitors on campus, and for any visitors taking meals at the Institute.

6.3.12. Dress Code

CPI is a training ground for responsible citizens, prospective Managers and leaders. In terms of dressing, it means that decent dressing should be adhered to. Immoral and inappropriate dressing by both students and staff within the Campus shall involve you into disciplinary actions, ranging from suspension to dismissal from the Institute. Dressing in uniform of any political party is prohibited.

6.3.13. Gender Violence and Sexual Harassment

Gender violence and sexual harassment is against the human rights of a person. Hence, any student who will be involved in such inhuman activities of any sort shall not be tolerated. Strict disciplinary measures shall be undertaken against the student.

6.3.14. Violation of Policies

Violation of these or any other Institute policies can result in disciplinary actions, including expulsion from the residence rooms as well as from the Institute.

6.3.15. Abiding to Students' By-Laws

All students are advised to be acquainted and to abide with Students' By-Laws made under Article 52 of the Constitution (By-laws) governing COPSO students' general disciplinary proceedings and penalties.

6.3.16. Cases to court and Political issues

Once a student is having a case or suspected to have committed a crime shall be suspended from studies at the university until the issue is settled by the parties concerned.

6.3.17. On-campus Politics

6.3.17.1. Students may participate in the following political activities.

a) Becoming a member of a political party of his/her choice.
b) Voting at party election and president, parliamentary and local government elections.
c) Attending lawful political rallies outside campus as an observer and
d) Paying contributions to a political party while outside the campus or to solicit payment of party contributions from other people.

6.3.17.2. A student at the Institute may NOT

a) Engage in political activities on campus or while on campus.
b) Wear uniforms of any political party on campus or while campus.
c) By words or acts, bring the Institute or the Government into dispute based on his/her political belief or affiliation.
d) Contest for elections in any political party while studying at CPI.

6.3.18.   FINANCIAL MATTERS

6.3.18.1.   Policy on Payment of Tuition Fees

(i)   Each student must complete the fee payment agreement and file it with the Bursar.

(ii)   A student is not allowed into any class session without being registered by the Institute.

(iii)   Any student attempting to attend classes or access any other Institute facilities without paying fees, is subject to expulsion.

(iv)   All payments have to be paid to our Bank accounts. No any payment in cash is accepted

(v)   No money shall be returned after commencement of programme

6.3.18.2.   FEE STRUCTURE FOR CERTIFICATE AND DIPLOMA PROGRAMMES

The table below present estimates of typical costs to pursue **Certificates and Diploma Programmes respectively** at Comenius Polytechnic Institute per year (one academic year). The actual costs will vary depending upon the needs to the student. This information is presented only to potential students and their sponsors. Fees is per annum (Academic Year)

A: CERTIFICATE

TANZANIA STUDENTS (IN TANZANIA SHILLINGS)	
DIRECT COSTS TO THE INSTITUTE **(Payable to the Institute) per annum**	
Application fee	-
Registration fee	30,000.00
SUBTOTAL	**30,000.00**
Tuition fee	700,000.00
Examination fee	40,000.00
Caution Money	20,000.00
Identity Card	10,000.00
Student union	15,000.00
Field Training/Practicum	40,000.00
CPI Development Fund	20,000.00
NACTE Quality assurance fee	20,000.00
SUBTOTAL	**865,000.00**
TOTAL	**895,000.00**
INDIRECT COSTS	
Accommodation and meals (240 days @ Tshs 25,500, estimated) per annum	1,590,000.00
Health Insurance (*estimate*)	100,000.00
Books and Stationery (*estimated*)	300,000.00
Internet Services (estimate)	50,000.00
Graduation Ceremony – Purchase of graduation Gown (optional)	40,000.00
Independent Research Project (*estimated*)	500,000.00
Field Practice/ Attachment (*estimated*)	420,000.00
SUBTOTAL	**3,000,000.00**
GRAND TOTAL	**3,815,000.00**

All payments are to be made through deposits in: **Comenius Polytechnic Institute Account as follow:**

S/NO	NAME OF BANK	ACCOUNT NUMBER
1	TANZANIA COMMERCIAL BANK (TCB)	**310204000230**
2	DIAMOND TRUST BANK (DTB)	**0236675001**

NB: *All fees can be revised from time to time as per approval by Advisory Board.*

Come with pay in slip to the cashier for a Institute receipt. Pay-in slips must be presented to the cashier for official/university receipts within five (5) days. Delay of submission of the pay-in slips to the cashier shall cost you **Tshs. 10,000.** Note: The tuition fees shall be paid in four instalments. *Please abide to the CPI Financial Rules and Regulations!*

B: DIPLOMA

TANZANIA STUDENTS (IN TANZANIA SHILLINGS)	
DIRECT COSTS TO THE INSTITUTE **(Payable to the Institute)**	
Application fee	**-**
Registration fee	30,000.00
SUBTOTAL	**30,000.00**
Tuition fee	900,000.00
Examination fee	40,000.00
Caution Money	20,000.00
Identity Card	10,000.00
Student union	15,000.00
Fieldwork/Practical Training	40,000.00
CPI Development Fund	20,000.00
NACTE Quality Assurance fee	20,000.00
SUBTOTAL	**1,065,000.00**
TOTAL	**1,095,000.00**
INDERECT COSTS	
Accommodation and meals (240 days @ Tshs.5,000.00, estimated)	1,800,000.00
Health Insurance (*estimate*)	100,000.00
Books and Stationery (*estimated*)	300,000.00
Internet Services (estimate)	50,000.00
Graduation Ceremony – Purchase of graduation Gown (optional)	40,000.00
Independent Research Project (*estimated*)	500,000.00
Fieldwork/Field Attachment (*estimated*)	420,000.00
SUBTOTAL	**3,160,000.00**
GRAND TOTAL	**4,335,000.00**

7 ACADEMIC PROGRAMMES

7.1 General Structure

Comenius Polytechnic Institute offers training programmes at three levels, NTA Level 4 (Basic Technician certificate), NTA Level 5 (Technician Certificate), and NTA Level 6 (Ordinary Diploma). Each programme is divided into Modules to be covered in the respective semester. Each semester is having 17 weeks. Classroom participation is centered in 14 weeks the remaining three weeks are used for examination activities at the end of the semester. After the second semester the students are allocated to field training for 8 weeks that makes a total of 25 weeks of full engagement.

7.2 Programme Duration

All basic technician certificate programmes are one year with exception to Education that takes two years.

7.3 Number of credits required for graduation

In order for student to graduate her/him at any level, he/she has to attend classes regularly and meet the minimum number of 80% of scheduled class periods for each course and have completed all course requirements.

7.4 Fieldwork/Practical Training

Students will have to attend Practical Training at the end of the first year. This will provide them an opportunity to apply different theories trained in classes into actual situation in related work/occupation

7.5 Examinations

A student is assessed twice at each level, through formative evaluation and through summative. Formative evaluation i.e. course work, contain 60% percent in which a student is expected to be given test (s), assignment or practical exercises. Summative evaluation is done at the end of the semester and has 40 percent.

7.6 BASIC TECHNICIAN CERTIFICATE PROGRAMMES: NTA LEVEL 4

7.6.1. Basic Technician Certificate in Business Administration (BTCBA)

a) **Purpose of qualification**

This qualification is intended for a person who will perform routine business administration and sales duties, communicate properly, apply basic computer knowledge in performing business duties, preparing simple reports, recording stores/ sales receipts, maintaining records and documents, managing own business and address emerging social economic challenges.

b) **Summary of Modules –NTA Level 4**

SEMESTER ONE

Code	Module Title	Credits
GST04101	Basic Business Communication	10
GST04103	Principles of Bookkeeping	9
GST04104	Elements of Business Mathematics	9
GST04105	Basic Computer Applications	9
BAT04106	Elements of Commerce	13
BAT04102	Elements of Entrepreneurship	11
	Total Credits	**61**

SEMESTER TWO

Code	Module Title	Credits
BAT04207	Fundamentals of Marketing	15
BAT04208	Basic Procurement and Supply	11
GST04209	Elements of Economics	8
BAT04210	Fundamentals of Salesmanship	13
BAT04211	Basic Office Practice and Records Management	12
GST04212	Field Practical Training	10
	Total Credits	**69**

7.6.2.   Basic Technician Certificate in Procurement and Supply Management (BTCPSM)

a) **Purpose of qualification**

This qualification is intended for a person who will perform routine procurement and logistic duties, communicate properly, apply basic computer knowledge in his/her duties.

b) **Summary of Modules –NTA Level 4**

SEMESTER ONE

Code	Module Title	Credits
GST04101	Basic Communication Skills	10
GST04102	Basic entrepreneurship Skills	8
GST04104	Elements of Business Mathematics	10
GST04105	Basic Computer Applications	10
GST04106	Elements of Commerce	8
PRT04104	Basic Stores Administration	15
	Total Credits	**60**

SEMESTER TWO

Code	Module Title	Credits
PST04208	Elements of Procurement	15
PST04210	Elements of Public procurement	13
GST04203	Principles of Bookkeeping	10
GST04207	Basics of Marketing and Customer Care	8
PST04209	Basics of Clearing and Forwarding	13
GST04212	Field Practical Training	10
	Total Credits	**61**

7.6.3.   Basic Technician Certificate in Accounting and Finance (BTCAF)

a) **Purpose of qualification**

This qualification is meant for a person who will perform routine accounting and financial duties, communicate properly and apply basic computer knowledge in accounting duties.

b) **Summary of Modules –NTA Level 4**

SEMESTER ONE

Code	Module Title	Credits
GST04101	Basic Business Communication	10
AFT04103	Principles of Bookkeeping	15
GST04104	Basic Mathematics and Statistics	10
GST04105	Basic Computer Applications	9
GST04106	Elements of Commerce	9
AFT04102	Elements of Finance	15
	Total Credits	**68**

SEMESTER TWO

Code	Module Title	Credits
GST04207	Basic Entrepreneurship Skills	9
AFT04207	Fundamentals of Banking	14
AFT04208	Elements of Cost Accounting	11
AFT04209	Elements of Auditing	13
AFT04210	Fundamentals of Taxation	13
GST04212	Field Practical Training	10
	Total Credits	**70**

7.6.4. Basic Technician Certificate in Law (BTCLAW)

a) **Purpose of qualification**

This qualification is intended for a person who will assist in processing and handling of legal documents, undertaking preparatory research in law, perform legal and judicial clerical duties and other administrative tasks in courts of law, law firms and public and private institutions.

b) **Summary of Modules –NTA Level 4**

SEMESTER ONE

Code	Module Title	Credits
GST04101	Basic Communication Skills	10
GIT04105	Basic Computer Applications	9
LST04102	Elements of Legal Records Management	10
LST04103	Basics of Constitutions and Legal Systems	10
LST04104	Fundamentals of Commercial Law	11
LST04106	Basic Legal Method	11
	Total Credits	**61**

SEMESTER TWO

Code	Module Title	Credits
GST04207	Basic entrepreneurship Skills	9
LST04207	Elements of Law of Evidence	12
LST04208	Elements of Legal Ethics	11
LST04209	Fundamentals of Administrative Law	10
LST04210	Basics of Civil Procedure	13
LST04211	Basics of Criminal Law	13
GST04212	Field Practical Training	10
	Total Credits	**78**

7.6.5.   Basic Technician Certificate in Community Development (BTCCD)

a) **Purpose of qualification**

This qualification is intended for a person who will assist communities in mobilising resources for economic development, sensitizing community participation in development processes and organising community activities.

b) Summary of Modules –NTA Level 4

SEMESTER ONE

Code	Module Name	Credits
CDT04101	Applied ICT	8
CDT04102	Basic Communication Skills	6
CDT04103	Civic Education	7
CDT04104	Community Development Principles and Approaches	6
CDT04105	Elementary Bookkeeping	6
CDT04106	Environmental Management	6
CDT04107	Human development	5
CDT04108	Introduction to Community Development	8
CDT04109	Sociology	8
	Total Credits	60

SEMESTER TWO

Code	Module Name	Credits
CDT04210	Field Practical Training	19
CDT04211	Basics of Entrepreneurship	6
CDT04212	Community Capacity Development Skills	8
CDT04213	Community Health	6
CDT04214	Food Security and Nutrition	4
CDT04215	Introduction to Gender and Development	6

Code	Module Title	Credits
CDT04216	Introduction to Microeconomics	7
CDT04217	Records Keeping for Community Development	4
	Total Credits	60

7.7 TECHNICIAN CERTIFICATE PROGRAMMES: NTA LEVEL 5

7.7.1.   Technician Certificate in Business Administration (TCBA)

a) Purpose of qualification

This qualification is intended for person who will apply knowledge and skills in Business Administration toassist in marketing and promotion of goods and/or services, collect record and disseminate business information, prepare simple reports, handle customers' enquiries, process receipts and payments and assist in procurement and storage activities.

b) Summary of Modules –NTA Level 5
SEMESTER ONE

Code	Module Title	Credits
GST05101	Basic Communication Skills	9
GST05102	Development Studies	8
GST05105	Information and Communication Technology	9
GST05104	Business Mathematics and Statistics	9
GST05106	Principles of Management	12
BAT05102	Small Business Management	11
GST05103	Principles of Accounting	9
	Total Credits	**72**

SEMESTER TWO

Code	Module Title	Credits
BAT05207	Principles of Marketing	12

GST05209	Principles of Economics	8
GST05203	Business Communication	9
GST05212	Supervisory Skills for Business	8
GST05211	Office Practice and Records Management	10
BAT05208	Principles of Procurement and Supply	11
BAT05210	Sales Management Principles	12
	Total Credits	**70**

7.7.2.   Technician Certificate in Procurement and Supply (TCPS)

a) Purpose of qualification

This qualification is intended for a person who will carry out supervisory activities in procurement and logistics management.

b) Summary of Modules –NTA Level 5

SEMESTER ONE

Code	Module Title	Credits
GST05101	Basic Communication Skills	9
GST05102	Development Studies	8
PST05103	Principles of Store Administration	14
GST05105	Information and Communication Technology	9
GST05104	Business Mathematics and Statistics	9
GST 05107	Principles of Economics	9
GST05106	Principles of Management	8
	Total Credits	**64**

SEMESTER TWO

Code	Module Title	Credits
GST05208	Entrepreneurship and Small Business	8

Code	Module Title	Credits
GST05210	Elements of Cost Accounting	8
GST05211	Financial Accounting	9
GST05203	Business Communication	9
PST05209	Freight Clearing and Forwarding	14
PST 05212	Principles of Marketing and Customer Care	9
GST05208	Principles of Procurement and Supply	15
	Total Credits	**72**

7.7.3. Technician Certificate in Accounting and Finance (TCAF)

a) Purpose of qualification

This qualification is intended for a person who will prepare basic accounting and financial reports, maintain registers, perform banking and other financial services, assist in auditing assignments and communicate effectively with clients.

b) Summary of Modules –NTA Level 5

SEMESTER ONE

Code	Module Title	Credits
GST05101	Basic Communication Skills	9
GST05102	Development Studies	8
GST05105	Information and Communication Technology	9
GST05104	Business Mathematics and Statistics	9
GST05107	Principles of Economics	12
AFT05102	Principles of Accounting	9
AFT05103	Principles of Finance	12
	Total Credits	**67**

SEMESTER TWO

Code	Module Title	Credits
GST05203	Business Communication	9
GST05208	Entrepreneurship and Small Business	8
AFT05207	Principles of Public Finance and Taxation	11
AFT05209	Cost Accounting	10
AFT05210	Principles of Auditing	11
AFT05211	Managing Financial Services	11
AFT05212	Accounting for Public Sector and Cooperatives	10
	Total Credits	**61**

7.7.4. Technician Certificate in Law (TCLAW)

a) Purpose of qualification

This qualification is intended for a person who will demonstrate legal ethics, moral integrity and ability to assist in adjudication of cases in primary courts and administration of justice, and assist in legal research, paralegal services and preparation and maintenance of legal documents.

b) Summary of Modules –NTA Level 5

SEMESTER ONE

Code	Module Title	Credits
GST05101	Basic Communication Skills	9
GST05102	Development Studies	8
GST05105	Information and Communication Technology	9
LST05101	Legal Ethics	10
LST05102	Constitutions and Legal Systems	12
LST05103	Office Practice and Legal Records Management	6
LST05104	Legal Method	10
	Total Credits	**62**

SEMESTER TWO

Course Code	Module Title	Credits
GST05208	Entrepreneurship and Small Business	9
LST05207	Law of Contract	12
LST05208	Family Law	11
LST05209	Law of Torts	10
LST05210	Human Rights Law	11
LST05211	Labour Law	10
LST05212	Criminal Law	12
	Total Credits	**75**

7.7.5.   Technician Certificate in Community Development (TCCD)

a) Purpose of qualification

This qualification is intended for a person who will assist in supervising community development projects, preparing business plans, mobilising resources and coordinating economic activities, collect data, record and disseminate information; and sensitize community in child rights, healthy living and prevention of HIV /AIDS.

b) Summary of Modules –NTA Level 5

SEMESTER ONE

Code	Module Name	Credits
CDT05101	Applied Communication Skills	7
CDT05102	Community Development Theory and Practice	9
CDT05103	Community Mobilisation and Engagement Skills	8
CDT05104	Applied Entrepreneurship	6
CDT05105	Gender and Development	7
CDT05106	Introduction to Adult Learning	4
CDT05107	Introduction to Law	8

CDT05108	Community Psychology	7
CDT05109	Social Planning Skills	3
	Total Credits	**59**

SEMESTER TWO

CDT05210	Lobbying and Advocacy for Community Change	9
CDT05211	Community Leadership Skills	8
CDT05212	Community Participation Skills	8
CDT05213	Conflict Management	6
CDT05214	Field Practical Training	18
CDT05215	Microfinance for Community Development	5
CDT05216	Basics of Project Planning and Management	7
	Total Credits	61

7.8 ORDINARY DIPLOMA PROGRAMMES: NTA LEVEL6

7.8.1.   Ordinary Diploma in Business Administration (ODBA)

a)   Purpose of qualification

This qualification is intended for person who will apply knowledge and skills in Business Administration to market goods and/or services, prepare sectional budgets, supervise business operations, administer production, purchases, sales and payments; process business data and prepare reports.

b) Summary of Modules –NTA Level 6
SEMESTER THREE

Code	Module Title	Credits
BAT06103	Principles of Financial Management	13

Code	Module Title	Credits
BAT06101	Principles of Business Management	14
BAT06102	Entrepreneurship Development Principles	11
BAT06106	Principles of Marketing Management	15
GST06104	Basic Quantitative Methods	9
GST05105	Business Information Systems	8
	Total Credits	**70**

SEMESTER FOUR

Code	Module Title	Credits
GST06207	Principles of Human Resource Management	8
BAT06208	Procurement and Supply Management Principles	13
GST06209	Business Law and Ethics	8
BAT06210	Principles of Production Management	12
GST06211	Research Project	9
GST06212	Field Practical Training	10
	Total Credits	**60**

7.8.2. Ordinary Diploma in Procurement and Supply Management (ODPS)

a) **Purpose of qualification**

This qualification is intended for a person who will perform non-routine procurement and logistic duties including procuring goods, works and service, warehousing and distribution of goods, manage small enterprises and supervise subordinates.

b) **Summary of Modules –NTA Level 6**

SEMESTER THREE

Code	Module Title	Credits
GST06101	Business Communication	10
GST05105	Business Information System	8

GST06106	Management and Supervisory Skills	10
PLT06103	Principles of Warehouse Management	15
GST 06104	Basic Quantitative Methods	10
PLT 06102	Principles of Procurement Management	12
	Total Credits	**75**

SEMESTER FOUR

Code	Module Title	Credits
GST 06208	Entrepreneurship and Small Business	8
GST 06209	Business Law	9
GST 06211	Research Project	10
PLT 06207	Principles of Public Procurement	13
PLT 06210	Principles of Logistics Management	11
GST06212	Field Practical Training	10
	Total Credits	**61**

7.8.3. Ordinary Diploma in Accounting (ODAF)

a) Purpose of qualification

This qualification is intended for a person who will prepare financial statements, periodic financial reports, tax returns; and assist in auditing, banking and supervising accounting and finance operations and managing small business enterprises.

b) Summary of Modules –NTA Level 6

SEMESTER THREE

Code	Module Title	Credits
AFT 06101	Principles of Microfinance	12
AFT 06102	Financial Markets and Institutions	12
AFT06103	Financial Accounting	14
GST 06104	Basic Quantitative Methods	9

GST06105	Business Information System	8
AFT 06106	Financial Management	14
	Total Credits	**69**

SEMESTER FOUR

Code	Module Title	Credits
GST06208	Entrepreneurship and Small Business Management	9
AFT06208	Principles of Taxation	12
GST06209	Business Law	9
AFTT06210	Auditing Principles and Practice	11
GST06211	Research Project	10
GST06212	Field Practical Training	10
	Total Credits	**62**

7.8.4. Ordinary Diploma in Law (ODLAW)

a) Purpose of qualification

This qualification is intended for a person who will apply ethical standards to assist in adjudication of cases in primary courts, assist in administration of justice and in legal research, render paralegal services and manage legal documents.

b) Summary of Modules –NTA Level 6

SEMESTER THREE

Code	Module Title	Credits
LST06101	Civil Procedure	14
LST06102	Criminal Procedure	14
LST06103	Administrative Law	10
LST06104	Law of Evidence	10

GST06105	Communication for Legal Personnel	10
GST06106	Legal Research and Report Writing	9
	Total Credits	**67**

SEMESTER FOUR

Code	Module Title	Credits
LST06207	Company Law	12
LST06208	Court Practice and Professional Responsibility	10
LST06209	Child Law and Gender Issues	10
LST06210	Land Law	12
GST06211	Legal Records Management	9
GST06212	Field Practical Training	10
	Total Credits	**63**

7.8.5. Ordinary Diploma in Community Development (ODCD)

a) **Purpose of qualification**

This qualification is intended for a person who will plan community development activities, undertake researches on development activities, collect accounting and demographic data, record and interpret information; and sensitize community in environmental protection and community health.

b) **Summary of Modules –NTA Level 6**

SEMESTER THREE

Code	Module Name	Credits
CDT06101	Community Leadership and Administration	6
CDT06102	Adult Learning	10
CDT06103	Accountancy	9

CDT06104	Research Methodology	12
CDT06105	Statistics	8
CDT06106	Project Planning and Management	12
	Total Credits	57

SEMESTER FOUR

CDT06207	Field Research Practice	18
CDT06208	Development Policy	9
CDT06209	Management of Civil Society Organisations	8
CDT06210	Introduction to Administrative Law	8
CDT06211	Demography	8
CDT06212	Participatory Planning	12
	Total Credits	63

7.9 THEOLOGY PROGRAMMES
7.9.9.   Certificate in Theology (CTh)

Certificate in Theology is a 2-year course divided into four semesters. Thisprogramme is offered in Kiswahili. The faculty includes CPI full time employed theologians and practicing pastors from churches within Tabora Municipality

FIRST YEAR   **SEMESTER ONE**

Code	Module Name	Credits
TCT 111	UtanguliziwaAgano la Kale	3
TCT 112	UtanguliziwaAganoJipya	3
TCT 121	TheolojiayaUchungaji	3
TCT 122	Mahubiri	3
TCT 123	IbadanaLiturigia	2
TCT 131	Elimuya Imani1	2
TCT 151	Kiingereza 1	2

TCT 152	KanunizaUandishi	2
TCT 153	Muziki	2
	Total Credits	22

FIRST YEAR   **SEMESTER TWO**

Code	Module Name	Credits
TCT 211	InjiliyaKuwiananaMatendoyaMitume	3
TCT 221	UponyajiwaKikristo	2
TCT 231	Elimuya Imani 2	2
TCT 241	Historiaya Israeli	3
TCT 242	HistoriayaKanisa la Moravian	2
TCT 251	Kiingereza2	2
TCT 253	FalsafayaUkristo	2
TCT 254	Saikolojiaya Dini	3
TCT 255	Muziki II	2
	Total Credits	21

SECOND YEAR   **SEMESTER THREE**

Code	Module Name	Credits
TCT 311	Kitabucha Mwanzo, Kutokana Zaburi	3
TCT 312	Nyaraka za Mtume Paulo, Waebrania, naWatuWote	3
TCT 321	Elimu ya Kikristo	3
TCT 322	Utunzajina Ushauri wa Kichungaji	3
TCT 323	Uongozi wa Kanisa	3
TCT 324	Mafunzo kwa Vitendo	3
TCT 341	Historia ya Kanisa	2
TCT 351	Kiingereza 3	2

Code	Module Name	Credits
TCT 352	Kanuni za Upimaji, Tathmini, na Utafiti	3
	Total Credits	25

SECOND YEAR   **SEMESTER FOUR**

Code	Module Name	Credits
TCT 411	Manabii	3
TCT 421	Uinjilisti na Misheni	3
TCT 422	Uwakili wa Kikristo	3
TCT 423	Ujasiliamali, Utawala, MipangonaFedha	3
TCT 451	Dini zaAsili, Uislam na Uhindu	3
TCT 452	Kiingereza 4	2
TCT 453	Andiko Kuu	3
TCT 454	Mafunzo kwa Vitendo	2
	Total Credits	

7.9.9. **Diploma in Theology (DTh)**

Certificate in Theology is offered in English. It is a 2-year course divided into four semesters.

FIRST YEAR   **SEMESTER ONE**

Code	Module Name	Credits
GST05101	Communication Skills	6
GST05102	Research Methodology	10
TCT05103	Christian Ethics	9
TCT05104	Introduction to Sociology	12
TCT05105	Church History	8
TCT05106	Christian Denominations	12

	Total Credits	

FIRST YEAR   **SEMESTER TWO**

Code	Module Name	Credits
GST05207	Introduction to Philosophy and Psychology	
GST05208	Introduction to Greek	
TCT05209	Introduction to New Testament	
TCT05210	Worship and Liturgy	
TCT05211	Dogmatics	
TCT05212	Introduction to Old Testament	
TCT05213	Field Practical Training	
	Total Credits	

SECOND YEAR   **SEMESTER THREE**

Code	Module Name	Credits
GST06101	Entrepreneurship Development	
ODT06102	New Testament & Its Theology	
ODT06103	Pastoral ministry/Theology	
ODT0104	Social-psychology in Religion	
ODT06105	Missiology and Ecumenism	
GST06106	Field Practical Training	
	Total Credits	

SECOND YEAR   **SEMESTER FOUR**

Code	Module Name	Credits
ODT06207	Pastoral Care & Counseling	

ODT06208	Contextual Theology	
ODT06209	Christian Religious Education	
ODT06210	Africa and Tanzania Church Church History/Moravian History	
ODT06211	Church Administration, Stewardship and Finances	
ODT06212	Research Project	
	Total Credits	

8.0 OTHER PROGRAMMES OFFERED AT THE INSTITUTE

8.1. Vocational Education and Training (VET)
8.1.1. Secretarial and Computer Applications

a)   National Vocational Award Level I

SEMESTER	CORE MODULE TITLE	HRS	NO.OF PERIODS	MODULE TITLES FOR SUPPORT SUBJECT	HRS	NO. OF PERIODS
1ST	**CORE SCT 101** Maintaining office Machines and Equipment	04	05	**CASE** 01 Introduction to computer	15	20
				0.2. Organising Microcomputers	15	20
	SCT 102 Typing Information	102	136	03. Microsoft Word	20	26
	SCOP 103			0 4. Microsoft excel	15	20
	Handling Office Administration	40	53	**LS**	15	20
	SCOP 104			01.Understanding personalities		
	Handling Office Machines	10	13	02. Good interpersonal and effective communication	10	13
	SCOP 105 Handling Office Practice	20	26	03. Creative problem solving and effective decision making.	10	13
	SCOP 106 Maintaining and Controlling Stock	10	13	04. Negotiation and conflict resolution	40	52
	SCOP 107 Handling Insurance	08		**BE**		
	SCSHD 101 Writing Shorthand outlines	100	11	01.Grammar	20	26
	SCHM 101 KucharazaMichoro yaHatimkato	100	133	**BBK** 01.Keeping Books of Account	18	24
			133	**EET** 01.Enterprenuership Concepts	12	16
				02. General Feasible Business Ideas (Unit 2.1)	20	26
				FRENCH 01.Grammaire (Unit 1.1)		

2nd	**CORE** **SCT 201** Typing and Preparing Documents	20	26	**CAS** 02. Office application Spreadsheet	35	46
	SCSD 108 Handling Secretarial Duties	36	48	**LS** 05. Sexual reproductive health	27	36
	SCSD 109 Attending Visitors and Telephone Calla	40	53	06. Gender concerns	06	08
				07. Achieving career goals And Vision	03	04
	SCSD 110 Making Travel Arrangements	40	53	08. Creative and critical thinking	09	12
				09. Referrals and linkages	03	04
	SCSD 111 Performing Monetary Activities	38	50	10. Customer care	12	16
				BE 02. Word formation	06	08
				03. Conversation	22	29
	SCSD 112 Handling Public Relations	40	53	**EET** 02. Generating feasible bus idea (Unit 2.2)	20	26
	SCSHD 101 Writing shorthand outlines	88	117	03. Starting Business	20	26
	SCHM 101 Kucharazamichoroy aHatimkato	88	117	**BCA** 01. Determining quantities of office material	41	54
				BBK 1.0.Managing Petty Cash	06	08

b)   National Vocational Award Level II

SEMESTER	CORE MODULE TITLE	HRS	NO. OF PERIODS	MODULE TITLES FOR SUPPORT SUBJECT	HRS	NO. OF PERIODS
2nd	**SCSHD 201** Shorthand Speed Development	180	240	**EET** 04. Managing Business (Unit 4, 5)	06	08
	SCHM 201 Kukuza Kasi	170	226	05. Getting into Business	24	32
	SCOP 202 Supervising Junior Staff	20	26			
	SCOP 203 Preparing and Issuing Commercial Documents	20	26	**BE** 04. Applying writing and reading skills (Unit 5.2)	40	53

				FRENCH		
				02. Communication	30	40
				03. L'usage de la langua	40	53
				BBK		
				02. Performing Banking Activities	10	13
				03. Handling financial and Commercial Documents	30	40
				CAS		
				03. Internet and E-Mails	30	40
				- Internet and E- mails		

8.1.2. Information and Communication Technology (ICT)

LEVEL 1

SEMESTER	CORE MODURE TITLE	HOURS	NO OF PERIODS	MODULES TITLES FOR SUPPORT SUBJECTS	HRS	NO OF PERIODS
1st	**ICT-01-01** Maintaining safety of workshop and surrounding.	100Hrs	134	**CM** **01** sets **02** Exponents Radical and Logarithms.	12Hrs 18Hrs	16 24
	ICT-01-06 Maintaining computer and its peripherals	190Hrs	253	**Eng&Comm** 1.Grammar	30Hrs	40
				TD **01**.Drawing plain geometry.	30Hrs	40
	ICT-01-08 Managing word processor and **spreadsheet**	100Hrs	134	**ES** **01**.Basic concept of engineering science. **02**.Force in equilibrium.	18Hrs 12HRS	24 16
				EET **01**.Entrepreneurship concept. **02**.Generating feasible business idea	18Hrs 12Hrs	24 16
				LS **01**.Understanding personalities. **02**.Good interpersonal relationship and effective	24Hrs 15Hrs	32 20

				communication		
				03.Creative problem solving and effective decision making	12Hrs	16
				04.Negotiation and conflict resolution.	9Hrs	12

SEMESTER	CORE MODULE TITLE	HOURS	NO OF PERIODS	MODULES TITLE FOR SUPPORT SUBJECTS	HRS	NO OF PERIODS
2st	**ICT-01-03** Perform preventive maintenance	80Hrs	107	**Eng& COMM** 01.Grammar 02.Word formation	24Hrs 6Hrs	32 8
	ICT-01-03 Perform electrical joint	20Hrs	27	**TD** 02.Scale drawing	3Hrs	4
	ICT-01-04 Building simple electric circuits	20Hrs	27	03.construction of pictorial drawing	27Hrs	36
	ICT-01-05 Building simple electronic circuits	80Hrs	107	**ES** 01.Dynamics 02.Determination of pressure	24Hrs 18Hrs	32 24
	ICT-01-07 Maintaining operating system	190Hrs	253	**EET** 02.Generating feasible business idea 03.Starting a business	10.5Hrs 19.5Hrs	14Hrs 26Hrs

| | | | | LS
03.Sexual and reproductive hearth
04.Gender concern
05. Achieving career goals and vision.
06. Creative and critical thinking.
07. Referrals and linkages.
08. Customer care. | 27Hrs

6Hrs

3Hrs

9Hrs

3Hrs

12Hrs | 36

8

4

12

4

16 |
| | | | | CM
02.Algebra
03.Linear programming | 8Hrs

10Hrs | 11

13 |

LEVEL2

SEMESTER	CORE MODULE TITLE	HOURS	NO OF PERIODS	MODULES FOR SUPPORT SUBJECTS	HRS	NO OF PERIODS1
1st	**ICT-02-01** Maintaining network and its components	141Hrs	188	**CM** **05.**Planing and elevation **06.**Trigonometric	17Hrs 17Hrs	23 23
				Eng&Comm 03.conversation	30Hrs	40
	ICT-02-02 Maintaining	249Hrs	332	**TD** **04.**Construction of orthographic projection **05**.Construction of sectional view	15Hrs 15Hrs	20 20

				ES	9Hrs	12
				03.Simlpe machine**s**		
					21Hrs	28
				04.Heat		
					7.5Hrs	10
				05. Strength of material**s**		
					12Hrs	16
				06. Work energy and power		
				07.Friction	10.5Hrs	14
				EET 04.Managing business	30Hrs	40
				CA 01.Introduction to computer	3Hrs	4
				02.Office application	27Hrs	36

SEMESTER	CORE MODULE TITLE	HRS	NO OF PERIODS	MODULES TITLES FOR SUPPORT SUBJECTS	HRS	NO OF PERIODS
2nd	**ICT-02-03** Managing database and presentations application	180Hrs	240	**EET** **03.**Managing business **04.**Getting into busines**s**	6Hrs 24Hrs	8 32
				CM **07.**Number system	14Hrs	19

					Eng&Comm 05.Communication concept 06.Applying writing and reading skills	12Hrs 18Hrs	16 24
					TD 06.Drawing descriptive geometry and auxiliary views	18Hrs	24
					07.Drawing of similar and equivalent areas 08.Drawing loci	6Hrs 6Hrs	6 6
					ES 08.Electricity and magnetism CAD 02.Office application	30Hrs 30Hrs	40 40

8.2. Short Courses

8.2.1. Objectives of Short Courses

The overall objective of short courses is to equip trainees with specific knowledge and skill as required by the trainees to meet her/his surrounding challenges.

Currently the directorate offers the following short courses,

a) Basic Computer Skills

b) Advanced computer application (ms word, ms excel, ms publisher, etc.)

c) Computer Repair and Maintenance

d) Database Designing

e) Website designing

f) Computer networking

g) English for Professional Purposes

h) Church administration and organization

i) Sunday school teaching skills

8.2.2. Course Duration

Training in all short courses may take one week to three months depend on the need of the course itself and trainees.

8.2.3. Course Certification

All participants in short courses will be eligible for a Certificate of Completion.

8.3. Remedial Classes

This caters for students who want to clean up their academic certificates of a given level of education.

8.3.2. Programme Objectives

The programme aim at teaching students so that they can re-sit their examinations and perform well so that they get required credits. These credits will assist students to obtain required qualifications or continue join further studies in future.

8.3.3. Duration

The programme last for one year

8.3.4. Programme Contents

All subjects required at a given level of education.

9.0 ORGANS OF COMENIUS POLYTECHNIC INSTITUTE (CPI)

9.1 The Trustees of Comenius Polytechnic Institute

Chairperson

Rt. Rev. Charles Katale   Bishop – Moravian Western Tanzania Province

Secretary

Rev. David Mgombele   General Secretary – Moravian Church in Tanzania (MCT)

Members:

1. Ezekiel Kassanga   Principal CPI
2. Mr. Patrick Mwakyusa   MCT
3. Rev. Saul Kajula   MCT Eastern Province
4. Rev. Jeremiah Kibona   MCT Northern Province
5. Ms Filuwila Halinga   MCT Gender Representative

9.2 Governing Board

Chairperson

Ms Helena Kenekeza   Chairperson

Secretary

Mr. Ezekiel Kassanga   Principal (CPI)

Members:

1. Prof Herman Mwansoko   Vice Chancellor TEKU
2. Mr. Yohana Seme   MCT Legal Counsel
3. Rev. David Mgombele   MCT Secretary
4. Masota Madulu   Deputy Principal Academic
5. Rev. Shadrack C. Chambo   Deputy Principal Administration and Finance
6. Ms. Tumaini Mgaya   Community Development Officer, TMC
7. COPISO President

9.3 Academic Committee

Chairperson

Mr. Ezekiel Kassanga	Principal

Secretary

Mr Masota Madulu	DPAA

Members:

1. Rev. Shadrack C. Chambo — DPAF
2. Mr. Saad H. Baitu — Head of Department
3. Mr. Ponsian Ernest — Examination Officer
4. Rev. Herry Mgombele — Dean of Students
5. Mr. Robert Gamaliel — Quality Assurance
6. Mr. Benny Nyandigo — MCT Representative
7. COPISO President
8. Regional Education Officer — Tabora Region
9. Mr Edward Lupondije — Ardhi Institute

10 ADMINISTRATIVE AND SUPPORT STAFF

10.1 ADMINISTRATIVE STAFF

Principal
Ezekiel Kassanga: BA Education (TEKU), Master of Education Management and Planning (SAUT), Master of Art in Theological Seminary (MTS)

Deputy Principal Academic Affairs (DPAA)
Mr. Masota Madulu: MA Education (UDSM), BED Adult Education (UDSM)

Deputy Principal Administration and Finance (DPAF)
Rev. Shadrack S. Chambo: MBA – Marketing (IUCO), BD (TUMA)

Quality Assurance Officer
Robert Gamaliel Kilewo–Bachelor of Political Science and Public Administration (UDOM)

Legal Counsel
Advocate Lucas Kashindye: LLB (MU), PGDL (Law School, DSM)

Dean of Students and Chaplain
Rev. Herry Mgombele : Master of Theology (TEKU), Bachelor of Divinity (TEKU), Diploma in Theology (MOTHECO)

Head, Department of Business and Social Studies
Mr. Saad H. Baitu : Bachelor of Laws (MU), Diploma in Law (MU)

Admissions Officer
Mr. Shaban Mafayo: Bachelor of Arts with Education (University of Dar Es Salaam)

Examination Officer
Mr. Ponsian Ernest: Bachelor of Science in Agricultural Economics and Agribusiness (SUA)

Head of Library Services (HOLS)
Ms. Hobokela J. Mfolo: Diploma in Library and Information Science (TEKU), Certificate in Library and Information Sciences (TEKU)

System Administrator
Mr. Michael Songo Alex: Diploma in Information Technology (TEKU), Certificate in Information Technology (TEKU)

10.2 SUPPORTING STAFF

Bursar

Rev Philip Kaombwe: Bachelor of Accountancy – (TIA)

Cashier and Storekeeper

Elisha Zakayo: Diploma in Accounting and Finance (TEKU), Certificate in Accounting and Finance (TEKU).

Library Staff

Ms. Hobokela F. Mfolo: Diploma in Library and Information Science (TEKU)

Ms. Kagemlo, Edna - Certificate in Library Management (SLADS).

Secretary/Registry

Esther Wilfred Malembeka: Certificate in Secretarial Studies (VETA Tabora)

Office Attendant

Ezeleda James Mwahele: Certificate in Evangelism (Lusangi Bible College), Inventory Record Keeping by Tally Program (Tabora Network Training College)

RehemaYona Omari: Community Development and Social Works (TEKU).

11.0 ACADEMIC STAFF

11.1DEPARTMENT OF BUSINESS AND SOCIAL STUDIES

Tutor and Head of Department
Mr. Saad H. Baitu: Bachelor of Laws (MU), Diploma in Law (MU)

Theology Unit

Full Time Staff:

Rev. Herry Mgombele – Master of Theology (TEKU), Bachelor of Divinity (TEKU), Diploma in Theology (MOTHECO)

Ezekiel Kassanga: BA Education (TEKU), Master of Education Management and Planning (SAUT), Master of Art in Theological Seminary (MTS)

Rev. Shadrack S. Chambo - MBA (IUCO), BD (TUMA)

Part Time Staff:

Rev. Kubadima Missungwi: Bachelor of Divinity (TEKU)

Rev. George Luvula: Bachelor of Divinity (TEKU)

Business Studies Unit
Full time staff:

Mr. Nicholaus Dawson Kagine: BBA (AMUCTA), Certificate in Law (OUT)

Mr. Christopher C. Simon: BBA Accounting & Finance (University of Arusha)

Rev. Shadrack S. Chambo - MBA Marketing (IUCO), BD (TUMA)

Mr. Robert Gamaliel Kilewo – Bachelor of Political Science and Public Administration (UDOM)

Mr. Ponsian Ernest: BSc Agriculture Economics and Agribusiness (SUA)

Mr. Paul Songo. Alex: MBA - Finance (AMUCTA), Advanced Diploma in Accountancy, (TIA-DSM)

Mr. Petro Benedikto: Bachelor Degree in Information Technology (ATC), Ordinary Diploma in Information technology (TEKU), Certificate in Information Technology (TEKU).

Paschal Enos: Bachelor of Business Administration in Accounting (SAUT)

Boaz David Lunyungu: Bachelor in Accountancy, PGDFM (AIA)

Catherine William Yongolo: BBA (AMUCTA), Diploma in Human Resources Management (TIA)

Part Time Tutors
Jackson Dickson Mlimuka: BBA (Moravian University), MBA (Moravian University).
Boas Lunyungu:

Community Development

Full Time Staff:

Ms. Christina Deo Magombana: Bachelor Degree in Community Development (Tengeru Institute of Community Development, Arusha)

Ms: Erasma Evodius Bachelor in Community Development (Ardhi University)

Ms Mary J. Saria: BA Community Development (University of Iringa)

Mr. Masota K. Madulu: MA Education (UDSM), BED Adult Education (UDSM)

Mr. Ezekiel Kassanga: BA Education (TEKU), Master of Education Management and Planning (SAUT), Master of Art in Theological Seminary (MTS)

Mr. Shabbani William Mafayo: BA Education (University of Dar Es Salaam)

Legal Studies Unit

Full Time Staff:

Mr. Ally Y. Maganga: PGDL (Law School, DSM), Bachelor of Laws (SAUT)

Mr. Jonathan Amon: LLM (UDSM), LLB (UDSM)

Ms. Jairo Koroso: Bachelor of Laws (AMUCTA)

Mr. Saad Haruna Baitu: Bachelor of Laws (Mzumbe University), Diploma in Laws (Mzumbe University)

Part-time Tutors

Mr. Paschal E. Masake: Bachelor of Laws (AMUCTA)

12.0 COLLEGE ALMANAC

ACADEMIC YEAR 2021/2022

DATES	ACTIVITIES/EVENTS
OCTOBER 2021	
October 1st – 31st	Online updating of the lists of Technical teachers in NACTE Database
October 11th	Beginning of Semester I of Academic year 2021/2022 and Semester II, 2021/2022 academic year (September 2021 intake)
October 11th	Admission Committee Meeting
October 11th – 15th	Registration for Semester I of Academic year 2021/2022 and Semester II, 2021/2022 (September 2021 intake)
October 14th	Nyerere Day (**Public Holiday**)
October 18th	Opening of Technical Institutions offering Certificate and Diploma programmes for 1st Semester, academic year 2021/2022
	Classes begin for ALL NTA programmes.
October 18th – November 1st	Online transfer of students: from one programme to another; and from one institution to another
October 18th – November 18th	Online registration of students reported for studies.
NOVEMBER 2021	
November 1st – 30th	Online updating (through institutional panel) the lists of Technical teachers in NACTE database
	Payment of Quality Assurance fees.
November 1st – December 19th	Setting of questions papers for Semester Examinations
November 8th– 12th	First Mid-Semester Test for All NTA programmes
November 12th	Planning and Finance Committee
November 19th	Students Welfare Committee
November 26th	Quality Assurance Committee Meeting
DECEMBER 2021	
December 9th	Independence Day (**Public Holiday**)
December 10th	COPISO General Elections

December 13th	Swearing in of COPISO President and Vice President
December 13th – 17th	**Second Mid-Semester Test (for ALL NTA programmes)**
December 20th	Deadline for submission of question papers for end of Semester Examinations
December 23rd	Beginning of Christmas and New Year Festivals recess

JANUARY 2022

January 3th	Classes resume for all programmes
January 7th	Admission Committee Meeting
January 12th	Zanzibar Revolution Day (**Public Holiday**)
January 14th	Quality Assurance Committee Meeting
January 15th	Opening of Admission window for September intake, 2022 for academic year 2022/2023
January 17th – September 15th	Receiving applications for September intake, 2022 for academic year 2022/2023
January 26th	Board of Trustees Meeting
January 24th– 28th	**Third Mid-Semester Test (all NTA programmes)**

FEBRUARY 2022

February 1st – 4th	Submission of question papers for Semester Examinations
February 7th– 11th	Moderation of questions papers for Semester Examinations
February 11th	End of classes for NTA programmes
February 14th -18th	**Preparation for Semester Exams**
	Submission of portfolios for students in Community development.
	All students to review registration status files and admission data
	Publication of Continuing Assessment Marks for all NTA programmes.
February 21st – 25th	**Examinations for All NTA programmes**
February 28th – March 4th	Marking Panel for Semester Exams (Business & Social Studies)

MARCH 2022

March 7th	Examination Committee meeting
March 9th – 11th	Supplementary & Special Examinations
March 16th	Academic Committee meeting
March 18th	Declaration of Semester Exam results for NTA programmes
March 21nd – 25th	Easter recess (**Holiday**)

APRIL 2022

April 1st	**Beginning of Semester II for Academic Year 2021/2022**
April 4th	Quality Assurance Committee Meeting
April 4th – May 22nd	Uploading of Examination results in the NACTE Database
	Submission of documents to NACTE for verification of Examination results
April 26th	Union Day of the United Republic of Tanzania (**Public Holiday**)

MAY 2022

May 1st	May Day (**Public Holiday**)
May 2nd	Admission Committee Meeting
May 2nd – 6th	**First Mid-semester Test (all NTA programmes)**
May 9th – June 30th	Setting of question papers for Semester II (2021/2022) Examinations
May 14th	Fifth Governing Board Meeting

JUNE 2022

June 5th	Eid el Fitri (**Public Holiday**)
June 6th– 10th	**Second Mid-Semester Test (all NTA programmes)**
June 10th	Appointments and Disciplinary Committee
June 13th	Planning and Finance Committee
June 15th	Quality Assurance Committee Meeting
June 20th	Joint academic staff Meeting

JULY 2022

July 4nd	Deadline for submission of Question Papers for Semester II Examinations (2021/2022) and Semester I, March 2021/2022intake.
July 4th – 8th	Moderation panel for questions papers for Semester Examinations
July 5th – September 15th	Uploading of Examination results in the NACTE database
	Submission of hardy copy of the results to NACTE
July 7th	Sabasaba (**Public Holiday**)
July 15th	End of classes for NTA programmes
July 18th – 22nd	Preparation for Semester Exams for Semester II academic year 2021/2022 and Semester I (March 2021 intake)
	Publication of Continuing Assessment Marks for all NTA programmes.
July 25th– 29th	Semester Examinations for all NTA programmes

AUGUST 2022

August 1st – 5th	Marking panel for Semester Examinations (Dept of Business and Social Studies)
August 1st – September 15th	Field Practical Training for NTA Level 4 (Basic Certificate) and NTA Level 5 (Technician Certificate) programmes
August 8th	Nanenane (**Public Holiday**)
August 9th	Examination Committee meeting
August 8th – 12th	External Examiners
August 8th – 12th	Supplementary and Special Exams
August 15th – 19th	Marking panel for Supplementary and Special Examinations
August 22th	Academic Committee meeting
	End of receiving applications for September/October intake, 2022 academic year 2022/2023
August 26th	Declaration of results for Semester I (March2021 Intake) and Semester II, 2021/2022 academic year

SEPTEMBER 2022

September 15th	End of Field Practical Training for NTA Level 4 (Basic Certificate) and NTA Level 5 (Technician Certificate) programmes
September 15th	Deadline for uploading Semester II (March 2021/2022 intake) and Semester I (2021/2022) exam results in the NACTE database and Submission of hardy copy of the results to NACTE

OCTOBER 2022

October 8th	Maulid (**Holiday**)
October 14th	Mwalimu Nyerere Day (**Holiday**)
October 17th	Beginning of Semester I of Academic year 2021/2022 and Semester II, 2020/2021 academic year (March 2021 intake)
October 17th – 21st	Registration for Semester I of Academic year 2021/2022 and Semester II, 2020/2021 (March 2021 intake)
October 24th	Classes begin for ALL NTA programmes.

NOVEMBER 2021

October 1st – 31st	Online updating of the lists of Technical teachers in NACTE Database
November 12th	Planning and Finance Committee
November 19th	Students Welfare Committee
November 28th – December 2nd	First Mid – Semester Test for All NTA programmes

DECEMBER 2021

December 5th – January 20th	Setting of questions papers for Semester I (2022/2023) Examinations
December 9th	Independence Day (**Public Holiday**)
December 14th	Sixth Governing Board Meeting
December 15th	Board of Trustees Meeting
December16th	Graduation Ceremony
December 23rd	Beginning of Christmas and New Year Festivals recess