

TEOFILO KISANJI UNIVERSITY



“Training For Better Life”



Undergraduate Prospectus for 2021/2022



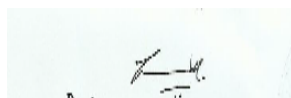
MESSAGE FROM THE VICE CHANCELLOR

Teofilo Kisanji University is owned by the Moravian Church in Tanzania. Its origin is a Theological College established in the early 1960s. In 2004, the Moravian Church leaders decided to transform the Theological College into a University. The University was granted a certificate of Provisional Registration in April, 2006 and a Certificate of Full Registration in September 2007. In 2010, the University received a signed charter and rules from the President of the United Republic of Tanzania.

The University streamlined its academic programmes in the Academic year 2018//2019 in order to enhance efficiency by suspending some of the programmes in order to review them. Currently, the University has three faculties: the faculty of Humanities and Social Sciences which offers the Bachelor of Divinity degree, the Faculty of Education which has two programmes: Bachelor of Arts with Education and Bachelor of Languages; and the third is the Faculty of Science and Technology which was established in 2012/2013. It has two programmes: Bachelor of Science with Education and Bachelor of Science in Environmental studies.

The University also has the Directorate of Research, Consultancy and Post Graduate Studies which coordinates the University activities of research, consultancy. It is also responsible for postgraduate studies. The University is committed to producing quality graduates who are competent and of high integrity. This calls for all students who join TEKU to ensure that they work hard to achieve their goals and the Nation's goal of producing quality graduates to contribute effectively to the development of this nation. Each student has to adhere to policies and regulations as stipulated in this Prospectus, the University Charter, TEKUSO Constitution, and Students' by-Laws. TEKU has sufficient and appropriate infrastructure, resources, and competent academic and administrative staff to enable students study comfortably and efficiently. The hostels, are well furnished and accommodate many students at affordable rates. Therefore, the hostels offer very conducive living premises for our students.

This Prospectus has been designed to provide information necessary to guide anybody who wants to study at TEKU and any other interested person who needs information about TEKU. Each student is required to think critically for whatever he/she wants to do and should not work on rumours but do a thorough investigation to find out the truth. TEKU's Motto is Wisdom and Peace. TEKU is a peaceful place; and so, when one joins TEKU he/she should make sure that he/she maintains the prevailing peace and comes out of TEKU with the required knowledge. However, all students and staff are led by the saying that "Excellence Starts with Me," which inculcates the culture of responsibility and commitment to one's studies or work. You are welcome to study at TEKU to attain the education that will improve your life and the status of our country.



Prof. Hermas J. M. Mwansoko
VICE CHANCELLOR

EXECUTIVE OFFICERS OF TEOFILO KISANJI UNIVERSITY



Rt. Rev. Conrad Nguvumali

The Lead Bishop of the Moravian Church in Tanzania, the
Chancellor and Chairperson of the Board of *Trustees of TEKU*



Dr. Agrey Mulimuka

Chairperson of the University Council of Teofilo Kisanji University

SENIOUR OFFICERS OF TEOFILO KISANJI UNIVERSITY



PROF. HERMAS J.M. MWANSOKO

VICE CHANCELLOR



PROF. TULI KASSIMOTO
DEPUTY VICE CHANCELLOR FOR ACADEMIC AFFAIRS.



PROF. CLAUDE G. MNG'ONG'O
DEPUTY VICE CHANCELLOR FOR PLANNING, FINANCE AND ADMINISTRATION

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A LIST ABBREVIATIONS AND ACRONYMS

ACSEE	Advanced Certificate of Secondary Education Examination
AHRMC	Appointments and Human Resources Management Committee
B.A (Ed)	Bachelor of Arts with Education
BD	Bachelor of Divinity
BEL	Bachelor of Education Languages
BoT	Board of Trustees
BSCED	Bachelor of Science with Education
DASS	Department of Arts and Social Sciences
DAP	Directorate of Administration and Planning
DED	Department of Education
DEE	Degree Entrance Examination
DFED	Dean, Faculty of Education
DFoST	Dean, Faculty of Science and Technology
DOTH	Department of Theology
DLIS	Directorate of Library and Information Services
DoS	Dean of Students
DRCPPS	Directorate of Research, Consultancy, Publications, and Postgraduate Studies
DVCAA	Deputy Vice Chancellor Academic Affairs
DVCPFA	Deputy Vice Chancellor Planning, Finance, and Administration
FED	Faculty of Education
FoST	Faculty of Science and Technology
FHASS	Faculty of Humanities , Arts and Social Sciences
HESLB	Higher Education Students Loan Board
HRO	Human Resources Officer
ICT	Information and Communication Technology
MOTHECO	Moravian Theological College
MCT	Moravian Church in Tanzania
PhD	Doctor of Philosophy
PO	Planning Officer
PRMO	Public Relations and Marketing Officer
RAAWU	Researchers, Academicians, and Allied Workers Union
REO	Regional Education Officer
QAU	Quality Assurance Unit
TCU	Tanzania Commission for Universities
TEKU	Teofilo Kisanji University
TEKUNASA	Teofilo Kisanji University Non Academic Staff
TEKUASA	Teofilo Kisanji Academic Staff Association
TEKUSO	Teofilo Kisanji University Students Organisation
UEO	University Examinations Officer
VC	Vice Chancellor

**UNIVERSITY UNDERGRADUATE ACADEMIC PROGRAMMES OFFERED IN THE 2020/2021 TO
2021/ 2022 ACADEMIC YEARS**

The current University academic programmes offered are as follows:

UNDERGRADUATE PROGRAMMES

SN	PROGRAMME CODE	PROGRAMME TITLE
1.	TK002	Bachelor of Arts with Education (BAED) Geography,/History, English& Kiswahili
2	TK003	Bachelor of Education Languages (BEL) English and Kiswahili
3.	TK010	Bachelor of Divinity (BD)
4.	TK016	Bachelor of Science with Education (BSCED) Chemistry/Biology and Geography.

CHAPTER 1

GENERAL INFORMATION

1.1. Background Information

Teofilo Kisanji University (TEKU) was established in 2006 and is fully registered by the TCU as a private higher learning institution. It is owned by the Moravian Church in Tanzania under the Board of Trustees as provided in the University Charter and Trust Rules and in accordance with the Universities Act No.7, 2005. It is situated in the South -Western Tanzania in Mbeya City. The University is located at BLOCK T along Tanzania-Zambia highway about 500 metres from the main road.

1.2. Vision

Teofilo Kisanji University aims to be a centre of excellence, in facilitating acquisition of knowledge, and values in diversified disciplines that will bring about transformation of society professional skills through training, research, consultancy, community services, and worldwide activities.

1.3. Mission

The mission of the university is to provide opportunities for learning and conducting training, research and consultancy in the areas of theology, education, social sciences, natural sciences, business, and any other areas as the university will find useful to the community.

1.4. TEKU Core Values

1.4.1 Community: We are committed to the cultivation of positive relationships between community, students, faculties, academic and administrative staff, and institution owners

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

1.4.3 Diversity: We are committed to providing a conducive environment free from discrimination with respect to sex, gender, race, religion, socioeconomic status, and physical abilities.

1.4.4 Justice: We are committed to peace building and peaceful conflict resolution through the observance of human rights.

1.4.5 Stewardship: We are committed to making decisions that ensure the long-term survival of TEKU through teamwork and maximization of the value of human, financial, and physical resources.

1.4.6 Excellence: We are committed to seeking the personal and intellectual transformation through training, research, and public service

1.5 Objectives

1.5.1. General Objective

The general objective of Teofilo Kisanji University is to be a centre for excellence for providing quality education through training in short and long course programmes and in sustainable research and consultancy activities.

1.5.2 Specific Objectives

The specific objectives are:

- i. To assume a leading role in the responsibility for University education in the country and make provisions for centres and places of learning, education (including continuing education), professional or vocational training and research;
- ii. To endeavour to excel in knowledge and human resources capacity building by ensuring a balance between quantity and quality and avoiding by imparting elitist values to the products of the University;
- iii. To ensure as a matter of principle, integration of research, teaching and consultancy at the immediate subject area level with a view to building a distinctive characteristic of the products of the university as scientific professionals and the services of the university and of its staff as symbols of scientific professionalism;
- iv. To provide, promote and maintain centres of excellence and exemplary good management in terms of knowledge creation, skills development, effective entrepreneurship and formation of a responsible attitude for the betterment of the society;
- v. To be producer and supplier of key policy makers, experts and personnel in charge of key positions in sectors including industry, public and private, governmental and non-governmental institutions;
- vi. To advance the frontiers of, enhancing, preserving and transmitting knowledge;
- vii. To provide opportunities and prepare students for work as professionals by providing the academic and professional and/or vocational courses of instruction and take such other steps as may appear necessary or desirable with a view as far as possible to ensuring good output.
- viii. To provide learning and employment opportunities for persons from disadvantaged groups such as those with physical disabilities, orphans and the most vulnerable persons;
- ix. To stimulate and promote intellectual, cultural, scientific and technological development;
- x. To promote research into scientific, technological, economic, political, social, cultural, and other matters in the interests of Tanzania and mankind in general;

- xi. To promote and ensure gender equity and mainstreaming in students' enrolment, staff recruitment and governance;
- xii. To do in accordance with the general law of the United Republic of Tanzania and the Act, all such acts and things, whether or not incidental to these objects, and whether within or without the United Republic of Tanzania as may be requisite in order to further these objectives;
- xiii. To institute and award professorships and other posts and offices and make appointments thereto in line with such organizational structure as shall be approved by the Council;
- xiv. To institute and award fellowships, scholarship, bursaries, medals, prizes and other distinction awards and forms of assistance or sponsorship for the advancement and dissemination of knowledge;
- xv. To provide opportunities for students to engage in productive, service and entertainment activities in medical allied health sciences, industrial, commercial and cultural spheres in and outside the University;
- xvi. To Cooperate with the Government of the United Republic of Tanzania and the peoples of Tanzania in the planned and orderly development of education, science and technology in the United Republic;
- xvii. To establish mutually negotiated, beneficial and durable links with institutions of learning and research within Tanzania and other countries;
- xviii. To erect, equip and maintain libraries. Laboratories, workshops, Museums, art galleries, lecture halls, theatres and rooms halls of residence and other buildings and facilities required for the purpose of the University, including providing its community with a good working and living environment in the University campuses;
- xix. To establish and maintain botanical gardens, demonstration zoos, including small animal zoos, aquaria, research parks and ponds, and the like as well as boutiques, hostels shops physical education and training grounds and the like for purposes of facilitating, expanding perspectives of and promoting teaching, learning entrepreneurship and research;
- xx. To provide and regulate residence, medical, recreational and containment facilities, conveniences and opportunities for officers staff, employees and students of the University including the disabled;
- xxi. To demand and receive such fees as may from time to time be prescribed by the Council;
- xxii. To enter into such contracts, establish such trusts and appoint such officers, staff employees, agents and independent contractors as may be required by the University;

- xxiii. To establish pension superannuation and provident fund schemes for the benefit of its officers, staff or employees or any section thereof and enter into arrangements with the Government and insurance companies, trustee companies or other organizations or any person or persons for the operation of such schemes, jointly, severally or otherwise;
- xxiv. To acquire property movable and immovable, and take, accept and hold any property which may become vested in it by way of purchase, exchange, grant, donation lease and sell, mortgage, lease, license, hire out exchange or otherwise dispose of any of any property held by it;
- xxv. To borrow money for any purpose deemed fit by the Council and invest in land or securities such as funds as may be vested in it for the purpose of endowment, whether for general or special purposes, or such other funds as may not be immediately required for current expenditure;
- xxvi. To admit graduates of other universalities to degrees of equal or similar rank in the University;
- xxvii. To affiliate other institutions or admit the members, thereof to any of its privileges and accept attendance at course of study in such institutions in place of such part of the attendance at course of study in the university and upon such terms and conditions and subject to such rules as may from time to time be determined by the University or to recognize any members of the teaching staff of any College or institution whether affiliated to the University or not as teachers of the University;
- xxviii. To enter into an agreement with any other institution for the incorporation of that institution into the University and for taking over its property and liabilities and for any purpose not repugnant to the Charter and these Rules;
- xxix. To do in accordance with the general law of the United Republic, including the Charter, and these Rules; all such acts and things whether or not incidental to these objects, powers and functions and whether within or without the United Republic as may be requisite in order to further these objects, powers and functions or any of them.
- xxx. To Establish business companies to support the financial running of the institution.

1.6 Educational Philosophy

The philosophy of Teofilo Kisanji University states: (i) Determination, discipline, and focus on University's vision by all TEKU employees are the key to success.

1.7 University Functions

- i. To provide courses leading to degrees, diplomas, certificates, and other academic awards, including short-term training for persons requiring remedial training in order to qualify for entry into various academic programmes of TEKU

- ii. To conduct examinations and confer degrees, diplomas, certificates and other awards, upon persons who have followed courses of study approved by the Senate, and additionally or alternatively, have satisfied such other requirements as may be determined by the Senate and revoke the same for good cause.
- iii. To confer honorary degrees in accordance with such requirements as may be determined by the Senate.
- iv. 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.
- v. To provide a centre for the advancement of knowledge and continuing education by preparing students' minds for clear and independent thinking with a view to developing their fundamental capabilities to the fullest extent.
- vi. To endeavour, to erect, equip and maintain laboratories, offices, halls of residence, lecture theatres, libraries, and other buildings and structures required for the promotion of its objectives.
- vii. To regulate and endeavour the provision of housing of its students and members of staff.
- viii. To collaborate with other higher learning Institutions in the Africa and worldwide for integral development and understanding and promotion of cultures and the environment.

1.8 The Corporate Strategic Plan

1.6.1 For an operational development, Teofilo Kisanji University has developed the third Corporate Strategic Plan **2017/2018 – 2021/2022** in order to guide the University operations and improve service delivery. The Plan lays emphasis on the following priority areas:

- i. Financial management,
- ii. Institutional transformation,
- iii. Research and publications,
- iv. Education and training,
- v Governance and administration,
- vi. Teaching and learning,
- vii. Institutional marketing,
- viii. Physical Infrastructures and equipment,
- ix. Institutional linkages
- x Crosscutting issues (Health and safety, HIV/AIDS, gender, child protection and environmental issues).
- xi. Consultancy services

1.9 Quality Assurance Unit

- i. The Quality Assurance Unit acts as the central repository of the processes that underpin the University's approach to the management of standards and quality education.
- ii. It details a range of procedures and codes of good practice that help to regulate the University's approach to quality education assurance.
- iii. Quality Assurance Unit contains a variety of *guidance* and *advice* that is commended to users to assist in the enhancement of quality and standards of teaching and learning activities at the university.
- iv. Quality Assurance Unit always aims at making TEKU produce very competitive graduates. As a result, TEKU has formed quality assurance committees in each section, department and faculty to oversee the delivery of quality teaching and other services. Thus, The primary objective of Quality Assurance Unit is:
 - a. Enhancement of the quality of the teaching and learning experience and the maintenance of academic standards at TEKU. This is achieved through effective cooperation between academic and administrative staff and students.
- b. To set guidelines for Monitoring the effectiveness of its quality assurance procedures to assure that they are operating in accordance with good practice, in the best interests of students, staff and the community in the maintenance of academic standards

1.10 Governing Boardies

TEKU is governed by the Board of Trustees as provided for in the Charter and Trust Rules of the University. The governing bodies of TEKU include the Council, which is responsible for policymaking monitoring, and evaluation; and the Senate, which is responsible for all academic matters.

1.11 Spokesperson of the University

The Vice Chancellor (VC) is the only spokesperson who can allow the media on campus. A person who calls a media or reports on the University issues without the consent of the VC shall be subject to disciplinary action.

1.12 Academic Faculties

The University has three academic faculties, namely; Faculty of Theology (FoTH), Faculty of Education (FED), and Faculty of Science and Technology (FoST)

1.12.1 Faculty of Humanities and Social Sciences . (FHSS)

The faculty was established in February 2020 offer merging two faculties, the faculty of Theology and faculty of Arts and social Sciences. The Department of Theology which is now the Departments of Theology its history goes back to the early years of the Moravian Theological College in the late 1960s. The Faculty of Theology prepares students for the Certificate in Theology (CTH), Diploma in Theology (DTH) degree programme. It also offers postgraduate programmes Master of Theology with specialization in systematic, Biblical, Historical, Liberal Arts. And Pastoral Theology, and the PhD in Theology. The Department of Theology has 3 Units which are: (i). Biblical Theology (ii) Historical Theology, and Systematic Theology (iii) Practical Theology and Liberal Arts. The faculty Humanities and Social Sciences incorporates the former faculty of Theology and faculty of Arts and Social Sciences. The two faculties were merged Order to Improve provision of high quality services. The faculty has two departments, The Department, of Theology and the Department of Arts and Social Sciences which originates from September 2009 when the faculty of Arts and Social Sciences was established.

1.12.2 Faculty of Education (FED)

The Faculty of Education was established in 2006. The Faculty prepares students for the degree programmes of Bachelor of Arts with Education (BAED) and Bachelor of Education Languages (BEL) The faculty of Education has one department, which is : the Department of Education (DED).

1.12.3 Faculty of Science and Technology (FoST)

This faculty was established in 2012/2013 academic year and has two departments.

- (i) Department of Science which comprises of the natural science courses and
- (ii) Department of Technology which comprises of all studies related to ICT and other technological issues.

CHAPTER 2

ADMISSION AND REGISTRATION REGULATIONS

2.1 Entry Requirements

There are three entry schemes available for selecting applicants, i.e. direct entry, equivalent qualification and recognition of prior learning. The minimum entry requirements for degree level programmes under each scheme are as follows:

2.1.1 Direct Entry Scheme

Applicants under this scheme must apply to the University through online application system and must fulfil the following conditions:

- i. Must hold at least **Four** O-level **credit passes** in relevant subjects.
- ii. Students must have at least **TWO** principal level passes (**TWO** Ds) in appropriate subjects at “A” level education and must have grade point average of not less than 4.0, where: A = 5, B = 4, C = 3, D = 2, E = 1, S = 0.5 and F = 0.

2.1.2 Equivalent Qualifications Entry Scheme

Applicants under the equivalent qualifications scheme must meet the following conditions before they can be selected to join the University:

- i. Must hold at least four passes (Ds and above) in O Level examination in relevant subjects
- i. Must hold a diploma with at least a GPA of 3.0 or Full Technician Certificate (FTC) of a GPA of 3.0 obtained from a recognized institution.
- ii. Ordinary Diploma (NTA Level 6) with at least GPA of 3.0 from recognized institution OR
- iii. Pass the Recognition Prior Learning (RPL) examination with B grade OR
- iv. Diploma in Teacher education with an average of C grade OR
- v. Health related awards such as Clinical Medicine and others with average of B grade OR Credit class diploma for classified diplomas and certificates in terms of distinctions , credit or Pass OR Lower second Class diploma for classified non NTA diplomas OR Average of B grade or Lower second class in recognised pre entry programme offered by technical institutions accredited by NACTE for both A Level and Diploma holders with lower than minimum entry requirements

2.1.3 Additional requirements

Additional requirements for entry to a particular Programme may be prescribed, but these will not in any case involve more than two passes at Principal level and one pass at subsidiary level in appropriate subjects. The following faculty requirements will be observed.

i. Bachelor of Divinity (BD)

The applicants must:

- (a) Have two Principal pass in the ACSEE with not less than 4.0 credits in any subjects;
- (b) Have a Diploma in Theology from a recognized college or University with not less than GPA OF 3.0.

ii. Bachelor of Arts with Education, Bachelor of Science with Education and Bachelor of Education Languages

For the Bachelor of Arts with Education (BA Education), Bachelor of Education and Bachelor of Science with Education (BSCED) in addition to the general direct admission entrance requirements mentioned, other equivalent qualifications are as follows:

- (a) Have at least two principal passes in the teaching subjects in the Advanced Certificate of Secondary Education Examination, with not less than 4 points and a diploma of at least second class

obtained at a recognized college or with a GPA of 3.0 or above.

(b) Meet entry requirements at an accredited University in the applicant's home country (for foreign applicants), judged by the TEKU Senate to be equivalent or

(c) Other qualifications judged by the faculty to be equivalent and approved by the TEKU Senate.

iii. Programme Specific Admission Requirements

(a) **BEL:** Two or more principal passes in languages; English or Kiswahili

(b) **BA (Ed):** Two or more principal passes in Arts subjects: English, Geography, History, and Kiswahili and must have 4 points in 2 subject.

(c) **BSc (ED):** Two or more principal passes with 4 points in science subjects (Chemistry, Biology, Geography)

(d) **BSc Environmental studies:** Two passes with 4 points from the following subjects Biology, Geography, Physics, Mathematics and Chemistry

2.2 Application for Admissions

2.2.1 TEKU accepts students irrespective of creed, race, religious or political affiliation in accordance with the government policy.

2.2.2 All applications for direct or equivalent entry schemes should be sent to Teofilo Kisanji University (TEKU) through online application system of TEKU or consult the TEKU help desks situated in the following places: Mbeya main campus and Dar es Salaam Centre.

2.3 Registration

2.3.1 Successful applicants will be registered only after they have paid the requisite University non-refundable registration fee of Tshs. 30,000/- through the bank, and present a receipt from TEKU cashier to the Admissions Office.

2.3.2 A prospective student must submit a completed joining instruction form accompanied with pay-in slip of registration fee.

2.3.3 A prospective student must submit a fully completed Medical Examination form to prove her/his fitness to pursue University programmes.

2.3.4 Any newly admitted student shall pay TEKU Development Fund of Tshs. 50,000.00 during registration.

2.3.5 The deadline for registration for first year students shall be four weeks from the first day of the beginning of classes.

2.3.6 Students shall not be allowed to change their names other than the names they had registered in the online application system and which appear in their O Level Certificates; and students' names shall always start with the first name.

2.3.7 A student shall be allowed to postpone studies with written approval from the Academic Board, or if the student fails to pay fees or any other reasons that shall be approved by the Academic Board. Request for postponement must be accompanied by a TEKU receipt of Tsh. 30,000/-.

2.3.8 Postponement of the studies shall be for a period not exceeding two academic years or four semesters. This should be done four weeks after the beginning of semester classes.

2.3.9 Students shall be allowed to change a programme within two weeks of the beginning of classes. A student who wants to change a programme other than the programme applied for, He/she, shall have to pay Tsh. 30,000/ and present the TEKU receipt to the admissions Officer.

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

2.3.11 The maximum period of registration is five years for all programmes

2.3.12 All students, if accepted, are expected to conform entirely to University Rules and Regulations.

2.4 Registration of courses

2.4.1 All students are required to register for the courses they are required to take each semester. A student shall be eligible for registration after payment of the set amount of tuition fees.

2.4.2 Course registration shall be done online using TAIS. Each student must make sure that he/she registers the courses properly. Wrong registration of a course shall be penalised by paying a fine of Tsh. 5,000/-

per course before allowing the student to make corrections.

- 2.4.3 Course registration commences three days before the beginning of classes of the respective semester; and 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.
- 2.4.4 A student cannot register for classes if he/she owes the university any amount for a prior semester or cannot pay the instalment due for the current semester.
- 2.4.5 A student who has not been registered shall be considered not attending classes and shall not be allowed to do any University examinations. Unregistered students, who attempt to attend classes, reside in the dormitories, and/or access any other University services are subject to immediate expulsion from campus and can be deferred or discontinued from their studies.
- 2.4.6 Late registration shall be accepted after payment of Tsh. 50,000/- after the deadline of the registration period, but not more than four weeks after the beginning of classes
- 2.4.7 The University has the right to make changes in the policies, prices and programmes without prior consent.

2.5 Students with Special Needs

Physically handicapped candidates are accepted for studies at Teofilo Kisanji University. 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 University services and participating in academic and administrative services. Students shall keep the ID at all times while on TEKU premises. The ID shall be demanded on: Entering and using the Library, in borrowing books and other library services; Entering the computer room and using the computers; Entering an examination room and sitting for TEKU examinations; and Entering the TEKU premises.

CHAPTER 3 ACADEMIC POLICIES

3.1 Academic Calendar

The academic calendar is organized into semesters. Courses are coded by level of academic progression and are assigned credits. Each course is examined at the end of the semester.

3.2 Daily Class Schedule

Classes start from 07.00 hours to 22.00 hours from Monday to Friday; and 8.00 hours to 16.00 hours on Saturdays. No classes on Sundays and public holidays shall be conducted unless it is agreed between class members and the Course Instructor.

3.3 Compulsory and Elective Courses

Students shall take all compulsory (core) courses and some selective courses depending on the programme. Elective courses shall be graded in the same manner as core courses.

3.4 Academic Integrity

3.4.1 The academic community of TEKU believes that one of the goals of a Christian institution of higher education is to strengthen academic integrity and responsibility among its members. To this end, the University emphasizes the importance of sound judgment and a personal sense of responsibility to each student.

3.4.2 All members of the academic community are expected to observe the highest standards of academic integrity.

3.4.3 Academic dishonesty is a serious offence at TEKU 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 including:

- i. Cheating** – Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise (test, exercise, etc.)
- ii. Fabrication** – Intentional and unintentional table creation of data/information and pretending to have obtained it from the original source. It is cooking data/information.
- iii. Falsification** or intention of falsification of any information or citation in an academic exercise.
- iv. Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another student commit a breach of academic integrity.
- v. Plagiarism** – representing the words or ideas of another as one's own in any academic exercise without acknowledging the source.

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

3.5 Incomplete Work

3.5.1 Students who do not complete assigned work by the end of the semester shall not be allowed to sit for the end of semester University Examinations (UE), and shall be required to carry over the course in the prospective semester when the course is offered.

3.5.2 If a student has more than four incomplete works shall be dismissed from the University. Exceptions will be made only in extenuating circumstances.

3.5.3 A student shall be allowed to sit for University examinations after passing the course work by getting 20 marks or above of the course work. Equally, a student shall be considered to have passed the University examinations if he/she gets marks of not less than 20. Any less than 20 marks in the university examination will lead to “*technical*” supplementary.

3.6 Promotion to Next Academic Year

3.6.1 For promoting the student to the next academic year, average GPA shall be calculated on annual basis by taking into consideration the two academic semesters. Additionally, a student must pass both the Course Work and the University Examinations by the set limits.

- 3.6.2 A candidate who attains a D grade and has an average GPA of 1.8 or above shall sit for supplementary examinations.
- 3.6.3 A candidate who attains an E grade and has an average GPA of 1.8 or above shall carry over the course.
- 3.6.4 A candidate who attains grades giving an average GPA of less than 1.8 at the end of the academic year shall repeat a year.
- 3.6.5 The fate of repeating students in the subsequent year shall be as follows:
 - First year students failing repeated courses shall be advised to change the courses or be discontinued from the University.
 - Second or third year students failing the repeated courses shall be discontinued from the University.
- 3.6.6 A candidate who attains an average GPA of equal or less than 1.0 at the end of the academic year shall be discontinued from studies at the University.
- 3.6.7 Third year students who fail the carried over courses or supplementary examinations shall undertake them as external candidates. The external candidates shall have to complete all requirements for the course and sit for the end-of-semester University examinations. No carried-over course shall be undertaken more than once. Then discontinuation from studies will follow.
- 3.6.8 A payment of Tshs. 100,000/- shall be charged per course and all other fees; registration, examination and Student Union fees.

3.7 Discontinuation from Studies

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

- 3.7.1 Failure to attend scheduled examinations, unless caused by extenuating circumstances.
- 3.7.2. Failure to pass scheduled examinations due to,
 - i. Examination irregularities.
 - ii. Failure to pay student Tuition fees, deposits, and charges.
 - iii. Disciplinary offence as described in the “Teofilo Kisanji University By Laws”.
 - iv. Health problem as recommended by a competent medical Practitioner and approved by the University.
 - v. The year’s overall average GPA equal or below 1.0
- 3.7.3 Students who have been discontinued from a programme on the grounds of inadequate academic performance may reapply to the programme only if:
 - i. Three years have passed since their discontinuation;
 - ii. They can prove evidence of their efforts to improve their academic standing;
- 3.7.4 Participation in demonstration of any sort without the permission of the Vice Chancellor;
- 3.7.5 Involvement in any illegal issue which is against the law of the United Republic of Tanzania.
- 3.7.6 Discontinued students on academic grounds can only be readmitted once.

3.8 Grading System for Undergraduate Degrees

- 3.8.1 In order to graduate, students shall be required to take a total of not less than 60 credits per semester and 120 credits in a year (two semesters). Not less than three hundred and sixty (360) credits are required to complete a degree programme (six semesters).
- 3.8.2 The breakdown for credits per semester and per annum can be acquired from the respective Deans of Faculties.
- 3.8.3 The University course grades derived from percentage scores obtained in continuous assessments and examinations are as follows:

Grade	Percent	Points	Description
A	70-100	5	Excellent
B+	60-69	4	Very Good
B	50-59	3	Good
C	40-49	2	Fair
D	35-39	1	Weak
E	0-34	0	Poor

3.9 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.

$$\text{Grade Point Average (GPA)} = \frac{\text{Weighted Credit Points of all Courses Taken}}{\text{(Total Number of Course Credits Taken)}}$$

3.10 Graduation Classifications for Undergraduate Degrees

Undergraduate Degrees are classified according to the following Grade Point Averages (GPAs):

CLASS	GPA	GRADE
First Class	4.4 - 5.0	A
Upper Second Class	3.5 - 4.3	B+
Lower Second Class	2.7 - 3.4	B
Pass	2.0 - 2.6	C

3.11 University Pass Marks

- 3.11.1 A pass mark for a Course Work (CW) is 20 out of 40 marks or 50 percent of the total course work. A student shall be allowed to sit for University examinations after passing the Course Work. If a student gets less than the pass mark she/he will not be allowed to sit for University Examination (UE) at the end of the semester and will carry over the course.
- 3.11.2 A pass mark for the University Examinations is 20 out of 60 marks or 33 percent. If a student attains less than 20 marks from the UE shall sit for Technical Supplementary.
- 3.11.3 The final grade for each course is derived from the sum of percentage scores obtained in the continuous assessments and University examination.

3.12 Research Project

- 3.12.1 Each academic Programme ought to have a course in Research Methods and Research Project. Each student is supposed to undertake ONE research project during the studies in their related subject under supervision.
- 3.12.2 The project shall be undertaken in a group of 5 students or less. For those taking education, either this can be in Education or in any subject in which the student is majoring.
- 3.12.3 The research topics will be provided by the respective heads of departments in collaboration with the course instructors.
- 3.12.4 Students will be required to undertake a detailed research project on selected research topics from the 5th semester.
- 3.12.5 The research reports shall be submitted at the end of the sixth semester prior to beginning of the university examinations.
- 3.12.6 The assessment for the research project shall be as follows:
- Unit of the paper, especially in relation to carrying out stated purpose of the paper 15 percent
 - Correctness and completeness of the contents 25 percent
 - Analytical skills and creative understanding 35 percent
 - Clarity of presentation 10 percent
 - Exemplification of research skills 15 percent
- 3.12.7 A Research report shall not exceed 30 pages including any annexes attached.
- 3.12.8 A student who fails in the research project shall resubmit the research project within four weeks. A candidate who fails upon resubmission or fails to resubmit a research project within the agreed specified time without compelling reason shall be discontinued from studies at the University.
- 2.12.9 A student who cheats in the process of undertaking or preparing the research work shall be considered

to have committed an examination irregularity and is subject to discontinuation from studies. This, among many others, includes plagiarism, copying from a submitted research report, “*cooking*” data or information, etc.

3.12.10 Students who fail to meet the prescribed time to submit their Research Project may request in writing an extension of time through their advisors. The request must state the reasons for the extension and must be received by the Faculty Dean ten days before the paper is due. Projects that are submitted late without acceptable reasons shall receive a grade of E.

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

3.13.1 Reports for academic progress (provisional academic transcripts and results slip) are available upon request from the Office of the Director of Undergraduate Studies (DUS).

3.13.2 A student will be required to pay Tshs. 5,000/- as processing fee for the semester results slip and Tshs.10,000.00/- for one academic year result slip.

3.13.3 The duration of processing the provisional statement is **one week** after submitting the request form.

3.14 *Issue of Academic Transcript and Degree Certificate*

3.14.1 One official academic transcript shall be made available to the student upon successful completion of his/her respective academic programme, and the results have been approved by the Senate.

3.14.2 Academic transcripts requested after graduation will be obtainable two weeks after submitting the request form at a cost of Tshs. 30,000/-; if it is to be obtained in seven days time, the student must pay Tshs. 50,000/-

3.14.3 A student is required to verify the information on his/her transcript/certificate before accepting it. Once taken, no certificate/transcript shall be returned for correction.

3.14.4 Degree Certificate shall be issued one month after being conferred at the official graduation ceremonies, for candidates who complete the TEKU clearance process.

3.14.5 The collection of academic transcript and certificates after 2 years of graduation shall be charged Tshs. 50,000/- per annum.

3.14.6 Any further copy can be provided upon payment of Tshs. 5,000/- per copy.

3.15 *Loss and Replacement of Academic Certificate and Transcript*

Any graduate of Teofilo Kisanji University may be issued a copy of the academic certificate and transcript in case of loss or damage incurred on the original ones.

3.15.1 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.

3.15.2 The documents so issued shall be marked “COPY” across them.

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

3.15.4 A fee of Tshs15, 000/- shall be charged for the issued copy of the document.

3.15.4 Certification of copies of academic certificate and transcript will be Tshs. 5,000/-

3.16 *Graduation Requirements*

3.16.1 Students must pass all courses as set forth in the syllabus with a minimum grade of “C.”

3.16.2 Fulfil all other conditions prescribed by the TEKU Senate.

3.16.3 Students must have paid all the fees, deposits, and outstanding charges.

3.17 *Postponement from Continuing with Studies*

Student who want to postpone their studies due to various reasons should do the following:

3.17.1 A student may, in extenuating circumstances approved by DVCAA, postpone examinations or studies.

3.17.2 The student shall report the matter in writing to the DVCAA through the Dean of students and respective Deans.

3.17.3 Unless under extenuating circumstances no postponement of examination shall be entertained in less than two weeks before the commencement of examinations.

CHAPTER 4

EXAMINATION RULES AND REGULATIONS

4.1 Eligibility for Examinations

- 4.1.1 All students should adhere to the attendance policy of Teofilo Kisanji University. It is important that a student attend classes both physically and mentally. Studying the texts and the lecture/presentations/practicals/tutorials are the keys to success.
- 4.1.2 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.
- 4.1.3 A candidate shall be barred from doing the examinations if the Faculty Dean or course instructor is not satisfied with the attendance of that candidate or the candidate has not passed the Course Works by getting a mark of not less than 20 marks out of 40 or 50 percent of the course work.
- 4.1.4 The Deputy Vice Chancellor Academic Affairs in consultation with the Dean of Students, the Faculty Dean, Head of Department and the course instructor may, in extenuating circumstances, waive the attendance requirements for a student.
- 4.1.5 If a candidate who has been barred because of unsatisfactory attendance enters the examination room and sits for the paper, her/his results shall be invalidated or nullified.
- 4.1.6 Students shall be allowed to sit for examinations only after the payment in full of all fees.
- 4.1.7 Any student who would not sit for the examination without any reason shall be discontinued from studies.
- 4.1.8 Any student who sits for examination without finishing the tuition fee, his/her examination result shall be nullified and be required to re-sit for the examination as special examination upon the payment of penalty of Tshs. 100,000.00/-

4.2 Conduction of Examinations

4.2.1 Notes to Candidates/Students

- i. Each candidate shall be responsible for noting any changes taking place in the examination time table.
- ii. The candidates shall be at the examination room 30 minutes before starting the examination.
- iii. No candidate shall be allowed to enter the examination room 30 minutes after the starting time.
- iv. No candidate shall be allowed to bring unauthorized material into the examination room or any Surrounding premises; including toilets.
In this regulation **unauthorized material prohibited or surrounding premises** in the examination room includes the following:
 - a. Any hand written or printed material
 - b. Crib notes (answers)
 - c. Cellular or mobile phones, Computers, CD players, VCD/DVD
 - d. Radios, Radio cassette or other types of cassette players
 - e. Alcoholic drinks, drugs
 - f. Purses, bags
 - g. Jackets, coats, “Mitandio”, “Kanga”, “Kitenge”, all forms of clothes assisting in hiding unauthorized materials
 - h. Programmable calculators
 - i. Any other materials as may be specified by the University authorities from time to time.

- v. No candidate shall be allowed to leave the examination room 10 minutes before the ending of examination session.
 - vi. No candidate shall be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examinations are in progress.
 - vii. All candidates shall be required to sign the attendance register.
 - viii. Candidates shall be required to observe any general instructions that may be given by an invigilator and note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.
- v. No candidate shall be allowed to leave the examination room 10 minutes before the ending of examination session.
 - vi. No candidate shall be allowed to leave the examination room temporarily (e.g. to toilet) without an escort when the examinations are in progress.
 - vii. All candidates shall be required to sign the attendance register.
 - viii. Candidates shall be required to observe any general instructions that may be given by an invigilator and note carefully any instructions that appear at the head of the examination paper, such as those indicating the number of questions to be attempted.
- ix 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.
 - x The duration of the question papers, shall be the time shown on the paper shall have to be followed where contradictions arise.
 - xi. 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.
 - xii. Leaving the examination room to look at pre-hidden notes is a breach of examination rules and regulations.
 - xiii Before leaving the examination room, every candidate shall make sure that the top cover of the answer book is filled properly.

4.3 Examination Performance

- 4.3.1 Students who earn grade D in less than fifty percent of their courses shall be allowed to take supplementary examinations of those courses before the start of the next semester or as deemed convenient. Supplementary examinations will be marked out of 60.
- 4.3.2 Students who sit for the supplementary examinations shall be awarded grade C, D or E.
- 4.3.3 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.
- 4.3.4 Carry-over course shall be charged a carry-over fee of 40,000/-

- 4.3.5 A Carry-over student who attains a 'D' mark will not sit for a supplementary examination but will carry over the course again.
- 4.3.6 Students may repeat a course once in a semester. A passed carried over course shall be awarded not more than a C grade.
- 4.3.7 A Student who fails a carried over course shall carry over the course again.
- 4.3.8 Third year students who fail the carried over courses or supplementary examinations shall undertake them as external candidates.
- 4.3.9 No external candidates shall be allowed to take a carry-over course more than once. In case she/he fails the discontinuation from studies will follow.
- 4.3.10 All carried over courses shall be cleared within the allowable period of registration.
- 4.3.11 Admission to another programme shall be subject to the approval of the Senate and upon payment of programme charge fee.
- 4.3.12 Students are advised to request for Provisional Statements of examination results in order to avoid any inconveniences.

4.4 Special Examinations

- 4.4.1 A student may in extenuating circumstances postpone sitting for an examination in cases such as illness or any other reason such as death of spouse, parent and child, provided that it has been substantiated in writing by an authorized medical practitioner or any organ recognized by the law
- 4.4.1 Any student who fails to sit for normal examinations can sit for SPECIAL examinations after the submission of special examination request form stating the reasons before the examination period elapses. A 'Special Examination Request Form' shall be used in submitting the request.
- 4.4.3 All requests to sit for special examinations shall be presented to the Faculty Deans who will channel them to the Deputy Vice Chancellor for Academic Affairs, and that the DVCAA has approved the reason.
- 4.4.4 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.
- 4.4.5 All students planning to sit for special examination shall register with the respective Deans of faculties and pay a special examination fee, which is Tsh. 40,000/ prior to the examinations.
- 4.4.6 If a student fails the special examination, no supplementary examination shall be issued instead the course shall be carried- over.

4.5 Examination Irregularities

- 4.5.1 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:
- i. Viewing examination questions prior to sitting for the exams.
 - ii. Possessing of unauthorized material in the examination room.
 - iii. Attempting an examination before being authorized.
 - iv. Attempting to copy or referring to unauthorized materials in the examination room.
 - v. Reading another student's answers.
 - vi. Communication with other students verbally or through other means, during the examination without permission from the invigilator.
 - vii. Permitting another student to copy from or use one's paper.
 - viii. Obtaining, or endeavouring to obtain, assistance from any other student directly or indirectly or endeavouring to give assistance to any other student.
 - ix. Removing examination answer books/sheets from the examination room.
 - x. Continuing the exam after being ordered to stop.
 - xi. Failing to comply with examination rules, regulations or directions given by an invigilator.
 - xii. Destroying or attempting to destroy evidence relating to any suspected irregularity.
 - xiii. Any other action which might be noted by invigilators

4.6 Handling examination irregularities

- 4.6.1 If an invigilator suspects a student of examination irregularities, the following steps should be taken.
- i. The student should be approached immediately. A witness of two or more nearby students should be established.
 - ii. All improper materials should be confiscated and the student not be allowed to continue with the examination.
 - iii. The Student shall submit a written statement to the Faculty Dean within twenty four hours, not later than the following day
 - iv. The Chief invigilator and the examination officer should present a filled form and written report of the incident to the Faculty Dean who shall forward the matter to the Deputy Vice Chancellor Academic Affairs. The form should be fully signed by the candidate.
 - v. The Deputy Vice Chancellor Academic Affairs shall form an Investigation team to investigate the matter.
 - vi. The Examination report together with the student's written statement and examination irregularities allegations form shall be considered by the investigation team.
 - vii. The recommendations from the Investigation team shall be forwarded to the Academic Board which shall report to the Senate.
 - viii. If it is established by the Academic Board and approved by the Senate that a student committed an irregularity, then the student shall be expelled from the University for a period of two Academic years.

4.7 Release of Examination Results

- 4.7.1 Results of all candidates in every final semester examination shall be subject to review by the Academic Board and approval by the Senate.
- 4.7.2 Public disclosure of the examination results shall be made following the approval by the Senate.
- 4.7.3 Results shall be published and released by the Deputy Vice Chancellor Academic Affairs identifying the student by Examination number and the grades obtained by each candidate.
- 4.7.4 The results shall be posted on the Teofilo Kisanji University website (www.teku.ac.tz) and/or through the mobile phones.
- 4.7.5 All students must make sure that they know their examination results on TAIS or by obtaining a provisional transcript.

4.8 Procedure for Appeal

- 4.8.1 Academic appeals shall be considered only on matters of procedure, competency and/or prejudice
- 4.8.2 All appeals must be presented to the respective Deans of Faculties by filling in the appeal form.
- 4.8.3 The appellant shall pay non-refundable fee of Tshs 20,000/= per course.
- 4.8.4 Faculty Deans shall channel them to the Deputy Vice Chancellor Academic Affairs (DVCAA) within ten (10) days of publication of the examination results, or within fifteen (15) days of the first day of class of the next academic period, whichever is later.
- 4.8.5 The Deputy Vice Chancellor 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 provisional decision, pending the University Senate's approval.

- 4.8.6. The University 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 University administration.
- 4.8.7 Each student is responsible for the released examination results. No candidate shall be considered on an incomplete case with an argument of not receiving or seeing the examination results.
- 4.8.8 All appeals shall be concluded before the completion of the following Academic semester and no allowance shall be considered thereafter.
- 4.8.9 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.

4.9 Preservation of Examination Papers

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

Academic Prizes

4.10.1 Academic Awards for Students

- i. TEKU Prize.** Academic prizes shall be offered to students with outstanding academic performance during the whole programme. For the TEKU 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.

4.10.2 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.

4.11 Convocation

The Convocation is an assembly comprising of all TEKU academicians, members of the Board of Trustees, Council members, Senate members, and all academic staff (from MOTHECO – TEKU). Other members include all graduates of TEKU (TEKU and MOTHECO), all grandaunts of each year and all students of TEKU. The Convocation shall be held once every year, a day proceeding the Graduation day.

4.12. Alumni

All TEKU grandaunts will form an Alumni association to foster a spirit of loyalty and promote general welfare of TEKU and support the university's goals and strengthen the ties between the alumni, community and TEKU. The alumni are the ambassadors of TEKU.

CHAPTER 5

STUDENTS' LIFE AT TEOFILO KISANJI UNIVERSITY



Students diligently studying in a pleasant atmosphere

5.1 Orientation for New Students

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

5.2 Students' Organization

There is a central government of the student's body called Teofilo Kisanji University Students Organization (TEKUSO), which promotes and safeguards the interests of all students. This organization is the major link between the University administration and 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. All students must abide to the TEKUSO constitution and bylaws.

5.3 Student Policies

5.3.1 Residence

Students may be offered accommodation in the University hostels of residence on application and at a fee prescribed by the University, which shall be paid on annual basis at the beginning of academic year. Hostels are available on-campus with luxurious rooms. Where on-campus

The student is prohibited to:

- b Wear uniforms of any political party on campus or while on campus by words or acts bring the University or the Government into dispute based on his/her political belief or affiliation.
- c Contest for elections in any political party while studying at TEKU
- d. Use the name of the University for any document without official permission.

iii. Breach to any of the above conditions (5.3.19 ii above), disciplinary action shall be taken, which may be either suspension or dismissal from studies.

5.3.2 Channelling of Issues by Students

Students ought to channel their issues through TEKUSO organs, which are under the leadership of the TEKUSO President.

5.4 Services available at TEKU

5.4.1 Information and Communication Technology (ICT) Facilities and Services

The University is well equipped with modern computer facilities and services. There are three computer labs and all are internet connected.

5.4.2 Kindergarten

There is a Kindergarten school within the compound, which serves children of TEKU community and the community surrounding TEKU.

5.4.3 Sports, Games and Leisure

There are playgrounds for football, netball, basketball and other sports such as athletics. Both students and members of staff are allowed to use the sports and leisure facilities.

5.4.4 Bookshop and Photocopy Services

TEKU Bookshop is within the compound and has a variety of books. There are also photocopy services available in the Bookshop.

5.4.5 Stationery and Secretary Services

Stationery and secretarial services are available in the bookshop and in the University Library.

5.4.6 Chaplaincy

Within the University Old Campus, there is a chapel to cater for all students. The Chapel services are offered on mornings as well as Sundays. The Chapel belongs to the Moravian Church in Tanzania (MCT). Special services such as Weddings etc. can be arranged with the Chaplain.

5.4.7 Accommodation

The University has services of hostels for students at affordable prices. Besides the ordinary hostels at the Old Campus, the University has modern hostels namely Hekima, Uzima and Amani. The University has invested in those hostels to ensure the availability of conducive residing conditions to students to facilitate learning and security to students.

5.4.8 Conference Halls Facilities

The University has halls to render services to people with social functions like weddings, seminars, workshops etc readily available at affordable prices.

5.4.9 Medical Services and Health Insurance

All students are required to have health Insurance offered by the National Health Insurance Fund (NHIF) Hence Each student have to pay 50,400 for the NHIF per year.

A dispensary assists students and the community. A student shall be required to pay for the services provided at the dispensary. In case of seriousness, a person is then referred to K's Quality Hospital or Mbeya Referral

CHAPTER 6

FINANCIAL MATTERS

6.1 Policy on Payment of Tuition Fees

- 6.1.1 Each student must complete the fee payment agreement and file it with the Bursar.
- 6.1.2 A student is not allowed into any lecture or tutorial session without being registered with the University.
- 6.1.3 Any student attempting to attend classes or access any other University facility without paying fees, is subject to expulsion.
- 6.1.4 Any student who shall indulge in forgery of university payments shall be dismissed from the university.
- 6.1.5 Tuition fees once paid is not refundable.
- 6.1.6 All those requiring refund for payments other than tuition fee should keep their receipt.
- 6.1.7 All refunds shall be paid back after completion of studies.

6.2 TEKU Fee Structures

The following tables present estimates of typical costs to pursue a three-year first-degree programme at the University (in Tshs.). The actual costs will vary depending upon the specific year and needs of the student. This information is presented for information only to potential students and their sponsors. All fees can be revised from time to time as per Council approval.

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TABLE 6.2.3: FEE STRUCTURE FOR THEOLOGY STUDENTS FOR ACADEMIC YEAR 2021/2022

	TANZANIAN STUDENTS(TSHS)				INTERNATIONAL STUDENTS (USD \$)			
	YEAR I	YEAR II	YEAR III	TOTAL	YEAR I	YEAR II	YEA R III	TO-TAL
	ADMISSION COSTS							
Application fee	10,000	-	-	10,000	5	-	-	5
Registration fee	30,000	30,000	30,000	90,000	14	14	14	42
Sub total	40,000	30,000	30,000	100,000	19	14	14	47
DIRECT COST TO UNIVERSITY								
Tuition fee	600,000	600,000	600,000	1,800,000	261	261	261	783
Examination fee	100,000	100,000	100,000	300,000	44	44	44	132
Caution money	30,000	-	-	30,000	14	-	-	14
Research project supervision fee	-	50,000	-	50,000	-	22	-	22
Identity card	10,000	-	-	10,000	5	-	-	5
Student union	15,000	15,000	15,000	45,000	7	7	7	21
TEKU Development fund	50,000	-	-	50,000	22	-	-	22
Health Insurance	50,400	50,400	50,400	151,200	-	-	-	-
Graduation fee	-	-	40,000	40,000	-	-	18	18
TCU QA fee	20,000	20,000	20,000	60,000	9	9	9	27
Transcript fee	-	-	30,000	30,000	-	-	14	14
Sub total	1,015,400	835,400	855,400	2,506,200	425	396	366	1,200
Grand total	1,225,000	765	885,400	2,605,200	422	352	366	1,140
INDIRECT COSTS (INCURRED BY STUDENT/SPONSOR)								
Meals and accommodation*	1,200,000	1,200,000	1,200,000	3,600,000	522	522	522	1,566
Internet services	50,000	50,000	50,000	150,000	22	22	22	66
Books and stationeries	300,000	300,000	300,000	900,000	131	131	131	393
Research project	-	100,000	-	100,000	-	44	-	44
Sub total	1,550,000	1,650,000	1,550,000	4,750,000	675	719	675	2,069
GRAND TOTAL	1,550,000	1,650,000	1,550,000	4,750,000	675	719	675	2,069
HOSTELS								
1. Family - Quarter (30,000 per month x 12) - 360,000/- per year								
2. Hekima hostel 750/ per day 234,000 par year								
3. Uzima hostel 500/ per day—180,000 per year								

(a) REGISTRATION

Registration will be made on payment of the following:

Table 6.2.1.1 : First instalment (A first year student is required to pay 365,400 in October 2021)

	1 st Year 1 st Quarter	2 nd Year 1 st Quarter	3 rd Year 1 st Quarter
DIRECT COSTS TO THE UNIVERSITY			
Application fee	10,000		
Registration fee	30,000.00	30,000	30,000
Caution money	30,000.00	-	-
Identity Card	10,000.00	-	-
Tuition fees	150,000.00	150,000.00	150,000.00
Student union	15,000.00	15,000.00	15,000.00
TEKU Development fund	50,000.00	-	-
TCU Quality Assurance Fee	20,000.00	20,000.00	20,000.00
	50,400.00	50,400.00	50,400.00
Health Insurance			
Sub Total	365,400	315,400	315,400

(b) CONTINUATION OF STUDIES.

A student will continue with Studies only after payment of the required amount on quarterly basis as Indicated in Table 2, 3 and 4 respectively.

Table 6.2.1.2, 6.2.1.3 and 6.2.1.4: Second instalment (A first year student is required to pay 350,000 in December 2021)

	1 st Year 2 nd Quar- ter	2 nd Year 2 nd Quar- ter	3 rd Year 2 nd Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	150,000	150,000	150,000
Field Practical/	100,000	100,000	-
Examination fee	100,000	100,000	100,000
TOTAL	350,000	450,000	250,000

(c) Table 6.2.1.3: Third instalment (A student is required to pay TZS 150,000 in February 2021)

	1 st Year 3 rd Quarter	2 nd Year 3 rd Quarter	3 rd Year 3 rd Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	150,000	150,000	150,000
Research Project	-	100,000	-
TOTAL	150,000	250,000	150,000

d)Table 6.2.14: Fourth instalment (A first year student is required to pay TZS 150,000 in April 2022)

	1 st Year 4 th Quarter	2nd Year 4 th Quarter	3rd Year 4 th Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	150,000	150,000	150,000
Graduation fee	-	-	40,000
Transcript fee	-	-	30,000
TOTAL	150,000	150,000	220,000

6.2.2. (i) Each student in all programmes must open a Bank Account prior to beginning studies at TEKU and present it to the Dean of Students during registration.

(ii) A student can pay all the tuition fee for the year for the appropriate .

6.2.3: BANK ACCOUNT

These fees should be deposited as indicated in the following bank accounts. As follows:

S/ NO	NAME OF BANK	BANK ACCOUNT NUM- BER	BANK NAME
1	CRDB	01J1065895000	TEOFILO KISANJI UNIVER- SITY FOR TUITION FEE
2	NMB	61001600928 - TEKUSO	TEOFILO KISANJI UNIVER- SITY STUDENT ORGANIZA- TION
3	NBC	016103001650	TEOFILO KISANJI UNIVER- SITY FOR (i) Hostels (ii) Field Practical (iii)TCU QA (iv) Research Project.
4	NMB	62206600021	TEOFILO KISANJI UNIVER- SITY FOR (i) Registration (ii) Caution Money (iii) Development Fund (iv) Identity card (v) Transcript fee (vi) Examination fee (vii) Graduation fee

6.2.4. HOSTELS:

Hostels Accommodation		Cost per Academic Year	Cost Per Semester To be pain in October and March
	Uzima hostels	180,000.00	90,000.00
	Hekima hostels	234,000.00	117,000.00
	Hostel Caution money	30,000.00	

TABLE 6.2.5 : FEE STRUCTURE FOR UNDERGRADUATE DEGREE STUDENTS (ARTS AND SOCIAL SCIENCES AND EDUCATION PROGRAMMES) FOR ACADEMIC YEAR 2021/2022

	TANZANIAN STUDENTS(TSHS)				INTERNATIONAL STUDENTS (USD \$)			
	YEAR I	YEAR II	YEAR III	TOTAL	YEAR I	YEAR II	YEAR III	TOTAL
ADMISSION COSTS								
Application fee	10,000	-	-	10,000	5	-	-	5
Registration fee	30,000	30,000	30,000	90,000	14	14	14	42
Sub total	40,000	30,000	30,000	100,000	19	14	14	47
DIRECT COST TO UNIVERSITY								
Tuition fee*	1,200,000	1,200,000	1,200,000	3600,000	522	522	522	1,566
Examination fee	100,000	100,000	100,000	300,000	44	44	44	132
Field Practical/Teaching Practice	100,000	100,000	-	200,000	44	44	-	88
Caution money	30,000	-	-	30,000	14	-	-	14
Research Project supervision fee	-	50,000	-	50,000	-	22	-	22
Identity card	10,000	-	-	10,000	5	-	-	5
Student union	15,000	15,000	15,000	45,000	7	7	7	21
Development fund	50,000	-	-	50,000	22	-	-	22
Health Insurance	50,400	50,400	50,400	151,200	50	50	50	150
TCU Q. A. fee	20,000	20,000	20,000	60,000	9	9	9	27
Transcript fee	-	-	30,200	30,200	-	-	14	14
Graduation fee	-	-	40,000	40,000	-	-	18	18
Grand total	1,615,400	1,565,400	1,415,400	4,696,600	731	190	747	2,215
INDIRECT COSTS (INCURRED BY A STUDENT/ SPONSOR)								
Meals and accommodation	1,200,000	1,200,000	1,200,000	3,600,000	522	522	522	1,566
Books and Stationeries	300,000	300,000	300,000	900,000	131	131	131	393
Research Project	-	100,000	-	100,000	-	-	44	44
Internet services	50,000	50,000	50,000	150,000	-	22	22	66
Sub total	1,550,000	1,650,000	1,550,000	4,750,000	675	675	719	2,269
SPECIAL PROGRAMME REQUIREMENTS								
Education and Arts programmes†	300,000	300,000	300,000	900,000	131	131	131	393
Sub total	300,000	300,000	300,000	900,000	131	131	131	393
GRAND TOTAL	1,850,000	1,950,000	1,850,000	5,650,000	806	806	806	2,462

a) 6.2.6: REGISTRATION

Registration will for undergraduate students in Arts and social Sciences and Education programmes be made on payment of the following:

Table 6.2.6.1: first instalment (A first year student is required to pay 505,400/= in October, 2021

	1 st Year 1 st Quarter	2 nd Year 1 st Quarter	3 rd Year 1 st Quarter
DIRECT COSTS TO THE UNIVERSITY			
Application fee	10,000		
Registration fee	30,000.00	30,000.00	30,000.00
Caution money	30,000.00	-	-
Identity Card	10,000.00	-	-
Tuition fees	300,000.00	300,000.00	300,000.00
Student union	15,000.00	15,000.00	15,000.00
TEKU Development fund	50,000.00	-	-
TCU Quality Assurance Fee	20,000.00	20,000.00	20,000.00
Health Insurance	50,400,.00	50,400.00	50,400,.00
Sub Total	515,000.00	465,400.00	465,400.00

(b) CONTINUATION OF STUDIES .

A student will continue with Studies only after payment of the required amount on quarterly basis as Indicated in Table 6.2.6.2 to, 6.2.6.3 and 6.2. 6.4 respectively.

Table 6.2. 6.2: Second instalment (A first year student is required to pay 500,000 in December 2022.

	1 st Year 2 nd Quar- ter	2 nd Year 2 nd Quar- ter	3 rd Year 2 nd Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	300,000	300,000	300,000
Field Practical/ Teaching Practice	100,000	100,000	-
Examination fee	100,000	100,000	100,000
TOTAL	500,000	500,000	400,000

C) Table 6.2.6.3: Third instalment (A first year Student is required to pay TZS 300,000 in February 2022)

	1 st Year 3 rd Quar- ter	2 nd Year 3 rd Quar- ter	3 rd Year 3 rd Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	300,000	300,000	300,000
Research Project	-	100,000	-
TOTAL	300,000	400,000	300,000

d) Table 6.2. 6.4: Fourth instalment (A first year student is required to pay TZS 300,000 in April 2022)

	1st Year 4th Quarter	2nd Year 4th Quar- ter	3rd Year 4th Quarter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	300,000	300,000	300,000
Graduation fee	-	-	40,000
Transcript fee	-	-	30,200
TOTAL	300,000	300,000	370,200

TABLE 6.2..7 FEE STRUCTURE FOR UNDERGRADUATE DEGREE STUDENTS (SCIENCE PROGRAMMES) FOR ACADEMIC YEAR 20212022 (CATEGORY 2.,BSCED AND BSCES PROGRAMMES)

	TANZANIAN STUDENTS(TSHS)				INTERNATIONAL STUDENTS (USD \$)			
	YEAR I	YEAR II	YEAR III	TOTAL	YEAR I	YEAR II	YEA R III	TO-TAL
ADMISSION COSTS								
Application fee	10,000	-	-	10,000	5	-	-	5
Registration fee	30,000	30,000	30,000	90,000	14	14	14	42
Sub total	40,000	30,000	30,000	100,000	19	-	-	47
DIRECT COST TO UNIVERSITY								
Tuition fee	1,500,000	1,500,000	1,500,000	4,500,000	652	652	652	1,956
Examination fee	100,000	100,000	100,000	300,000	44	44	44	132
Field Practical/Teaching Practice	100,000	100,000	-	200,000	44	44	-	88
Caution money	30,000	-	-	30,000	14	-	-	14
Research project supervision fee	-	50,000	-	50,000	-	22	-	22
Identity card	10,000	-	-	10,000	5	-	-	5
Student union	15,000	15,000	15,000	45,000	7	7	7	21
Development fund	50,000	-	-	50,000	22	-	-	22
Health Insurance	50,400	50,400	50,400	151,200	50	50	50	150
TCU Q. A. fee	20,000	20,000	20,000	60,000	9	9	9	27
Transcript fee	-	-	30,000	30,000	-	-	14	14
Graduation fee	-	-	40,000	40,000	-	-	18	18
Grand total	1,945,400	1,895,400	1,816,600	5,620,400	847	932	790	2607
INDIRECT COSTS (INCURRED BY STUDENT/SPONSOR)								
Meals and accomodation	1,200,000	1,200,000	1,200,000	3,600,000	522	522	522	1,566
Books and Stationeries	300,000	300,000	300,000	900,000	131	131	131	393
Internet services	50,000	50,000	50,000	150,000	22	22	44	44
Research Project		100,000		100,000				
Sub total	1,550,000	1,650,000	1,550,000	4,750,000	675	675	719	2069
SPECIAL PROGRAMME REQUIREMENTS								
Science programmes	400,000	400,000	400,000	1,200,000	174	174	174	522
Sub total	400,000	400,000	400,000	1,200,000	174	174	174	522
GRAND TOTAL	1,950,000	1,950,000	1,950,000	5,850,000	849	849	892	2597

(a) REGISTRATION

Registration will be made on payment of the following:

Table 6.2.7: First instalment (A first year student is required to pay 590,400/= in October, 2021

	1 st Year 1 st Quarter	2 nd Year 1 st Quarter	3 rd Year 1 st Quarter
DIRECT COSTS TO THE UNIVERSITY			
Application fee	10,000		
Registration fee	30,000.00	30,000	30,000
Caution Money	30,000.00	-	-
Identity Card	10,000.00	-	-
Tuition fees	375,000.00	375,000.00	375,000.00
Student Union	15,000.00	15,000.00	15,000.00
TEKU Development Fund	50,000.00	-	-
TCU Quality Assurance Fee	20,000.00	20,000.00	20,000.00
Health Insurance	50,400.00	50,400.00	50,400.00
Sub Total	510,400	490,400	490,400

(b)CONTINUATION OF STUDIES

A student will continue with Studies only after payment of the required amount on quarterly basis as Indicated in Table 6.2.7.2 and 6.2. 7.3 6.2.7.4respectively

Table 6.2 7.2: Second instalment (A first year student is required to pay 575,000/= in December 2021.

	1 st Year 2 nd Quarter	2 nd Year 2 nd Quar-	3 rd Year 2 nd Quarter
DIRECT COSTS TO THE UNIVER-			
SITY			
Tuition fee	375,000	375,000	375,000
Field Practical / Teaching Practice	100,000	100,000	
Examination fee	100,000	100,000	100,000.00
TOTAL	575,000	575,000	475,000

C) Table 6.2. 7.3 : Third instalment (A first year student is required to pay TZS 375,000 in February 2022

	1 st Year 3 rd Quarter	2 nd Year 3 rd Quarter	3 rd Year 3 rd Quar- ter
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	375,000	375,000	375,000
Research Project	-	100,000	-
TOTAL	375,000	475,000	375,000

d) Table 6.2.7.4: Fourth instalment (A first year student is required to pay TZS 375,000 in April 2022)

	1st Year 4th Quar-	2nd Year 4th Quarter	3rd Year 4th Quar-
DIRECT COSTS TO THE UNIVERSITY			
Tuition fee	375,000	375,000	375,000
Graduation	-	-	40,000
Transcript fee	-	-	30,000
	375,000	375,000	445,000

6.2.7.5. Deposit slips

Present a copy of your deposit slip to the University Finance Department. You will receive a University receipt when your deposit is verified to the TEKU University bank statement.

6.2.6. **No cash payment** shall be made at the Finance Department. All cash payments must be made through the Bank.

6.2.7.6:NB: Do not give anyone to deposit your fees for you while at the university, do it yourself!

Other Payment options include:

(b) Send **BANK TELEPHONE TRANSFERS or WIRE TRANSFERS** to:

Bank: **NBC Ltd. Bank**
Branch: **Mbeya Branch**
Address: **P.O. Box 700**
Swift Code: **NLCBTZXAMBE**
Account Name: **Teofilo Kisanji University– Mbeya**

(c) Send **POSTAL or EMS MONEY ORDERS** to:
Teofilo Kisanji University
Att: Finance Department
P.O. Box 1104 University Phone:+255(0)25250 2682
Mbeya, Tanzania
East Africa University E-mail: info@teku.ac.tz

(d) **BANK DRAFTS IN US DOLLARS** can be made by sponsors or students from foreign banks if the payment is pre-approved in writing by the Finance Department. The sponsor or student must clearly identify the sending bank by providing the required contact information (bank name, name of contact at bank, address, phone number, and e-mail address), and the payment must be confirmed with the sending bank in advance by the Finance Department. Any transaction charges assessed by clearing or depository banks must be charged against the draft or paid by the student.

PLEASE NOTE:

To reduce the substantial risks of handling and holding large sums of cash, the Finance Department cannot accept any cash payments. **SORRY**, No personal drafts or cheques can be accepted.

6.3 Financial Regulations and Policies

Students with admission at Teofilo Kisanji University or any other Higher Learning Institution may apply for a loan at the Higher Education Students' Loans Board (HESLB) to cover some of their education costs .

The HESLB was established under Act No. 9 of 2004 and commenced operations in July 2005. According to the Act, eligible and needy Tanzanian students who secure admission in higher learning institutions to pursue programmes that lead to the attainment of Advanced Diplomas or Degrees may seek loans from HESLB to meet part of or all, costs of their education. This stipulation is the legal interpretation of paragraph 6.2 of higher education policy (1999) which ushered in cost sharing in higher education in the country. This requires each higher education student to contribute to the cost of his/ her education

6.4 Scholarships/Sponsorship

Applicants who have applied for and anticipate receiving scholarships or sponsorship support from church organizations, government agencies, parastatal, public or private organizations, private companies or individuals, must notify the Bursar and provide relevant copies of correspondence and scholarship documentation (including phone, fax, mail, and e-mail contact information for the sponsor). Sponsorship payments should be made directly to the University, to the attention of the Bursar.

6.5 Student Loans from Higher Education Students' Loans Board (HESLB)

Students with admission at Teofilo Kisanji University or any other Higher Learning Institution may apply for a loan at the Higher Education Students' Loans Board (HESLB) to cover some of their education costs.

The HESLB was established under Act No. 9 of 2004 and commenced operations in July 2005. According to the Act, eligible and needy Tanzanian students who secure admission in higher learning institutions to pursue programmes that lead to the attainment of Advanced Diplomas or Degrees may seek loans from HESLB to meet part of, or all, costs of their education. This stipulation is the legal interpretation of paragraph 6.2 of higher education policy (1999) which ushered in cost sharing in higher education in the country. This requires each higher education student to contribute to the cost of his/her education.

As per HESLB, a needy student is:

- An orphan
- Disabled or has disabled poor parents
- From a poor single parent family
- From marginalized and disadvantaged groups
- From a low income threshold family earning minimum wage or below

Items to be financed by the Loan as from 2012/2013 academic year are as follows:

- Meals and accommodation (Tshs. 7,500/= per day).
- Books and Stationery (Tshs. 120, 000/=)
- Field Practical Work Expenses (up to 100 percent).
- Research Expenses (100 percent)
- Tuition Fee depends on type of programme and means testing results, the topping up is covered by a student.
- Special Faculty Requirements depends on type of programme and means testing results.
- Any other expenses considered by HESLB

More information on the loans application process, contact the following:

The Dean of Students/Loan Officer

Teofilo Kisanji University

P.O. Box 1104

Mbeya, Tanzania

Mbile: +255 (0) 25 2502682

CHAPTER 7

THE UNIT OF LIBRARY & INFORMATION SERVICES UNIT (ULIS)



Students making effective use of the Library services

7.1 Introduction

The University provides various facilities and services to students and the community at large. Facilities and services are organized under different organs of the University like faculties directorates, departments and units.

7.2 University Library Facilities and Services

7.2.1 The University the Unit of the Library and information services ULIS .

7.2.2. The Library has a large collection of books on all subject areas of theology, social sciences, education, languages, mathematics, ICT, economics, arts etc. The collection of books comprise of more than 33,133 volumes of hard copies as well as about 7,500 entries of e– resources for reference and circulation. Subscribed 22,114 journals also form part of the library collection.

7.2.3. TEKU is a member of **COTUL** (Consortium of Tanzania Universities and Research Libraries) which enables the University to subscribe over 45 databases to access hundreds of online Journals in order to help library patrons to do well in their research.

7.2.4 Computers have been networked and are also internet connected; printing and photocopying services are available. In order to accomplish efficient services of all these library resources and facilities, library users are requested to abide to the set rules and regulations. Library users are also looked upon to make suggestion to any amendments they think could improve library services for the community good.

7.2.5. The Library will be in operation on working days only from 08:30 hours to 22:00 hours.

Opening hours

Day	Duration
Monday to Friday	08:30 - 22.00 hours
Saturdays	09:00 - 18:00 hours
Public Holidays	The Library is closed

7.2.6 The Library is closed on all public holidays and during the vacation,

7.3 Membership

The library provides membership to students, academic and non-academic staff. Members from outside TEKU shall pay a membership fee of twenty five thousand shillings (TShs. 25,000.00) per year. They will apply for membership in writing to become users of the library. Entrance into the Library is by identity cards.

7.4 Borrowing Tickets

Students and non-academic staff are issued with 3 tickets and academic staff with 5 tickets. Members from outside TEKU shall be issued with 1 ticket.

NB: Finalists are required to return all 3 borrowing tickets issued to them after completion of their studies.

7.5 Lending Rules

- 7.5.1 Borrowers are required to produce identity card and library tickets when borrowing library materials.
- 7.5.2 Library materials borrowed must be returned on or before the due date.
- 7.5.3. No book or any other library material may be taken out of the library unless it has been officially issued to the borrower at the issue desk.
- 7.5.4 Normal loan period for students is 2 weeks, academic staff is one month; and 2 hours for Special reserve materials during the normal working hours. An issue may be renewed for a further period if the document is not reserved for other readers.
- 7.5.5. Library materials borrowed for overnight or weekend use must be returned at 9:00 am when the library opens.
- 7.5.6 The Librarian has the right to recall any book before the date on which it is due.
- 7.5.7 All borrowers must at the end of each semester settle any overdue loans before they are permitted to borrow library materials again in the following semester.
- 7.5.8 Any student holding overdue library materials shall not be allowed to borrow books until the library materials are returned and overdue fines have been paid.
- 7.5.9 In the case of finalist students, examination and provisional statement of results, transcripts and certificates will be withheld by the Deputy Vice Chancellor Academic Affairs until unreturned library items have been recovered, or fines for overdue, or the value of materials and penalty have been paid by the borrower.
- 7.5.10 All books must be returned when stocktaking is taking place.

7.6. Library Regulations

- 7.6.1 Smoking, eating and drinking are not allowed in the library.
- 7.6.2 No bags, umbrellas, parcels etc, except files and books may be brought into the library.
- 7.6.3 Idle conversation, loud laughter, and other unnecessary noise disturbing library users must be avoided. Discussions are strictly forbidden in the library. All those who want to discuss must go to the noise-free area.
- 7.6.4 **SILENCE** must strictly be observed in the library. **MOBILE PHONES**, pagers and watch alarms should be **SWITCHED OFF** or put in silence mode before entering the library.
- 7.6.5 Tsh. 2,000/= fine shall be imposed to users contravening use of mobile phone in the library.
- 7.6.6 Failure to observe silence will result into expulsion from the library and other disciplinary measures taken.
- 7.6.7 Library books and other materials are to be handled with care. Mutilation and damage of library material by marking, or tearing should be avoided.
- 7.6.8 Theft and mutilation of library materials are criminal offences. Anyone caught attempting to steal, stealing or to have stolen library materials shall be reported to relevant security (including the police) and TEKU disciplinary organs for further actions that may include prosecution, banned from using the library and/or discontinuation from studies.
- 7.6.9 Abusive language or gestures, harassing or threatening behaviour to the library staff and/or users are not acceptable.
- 7.6.10 On leaving the library, all users are required to produce for inspection all books and other items out of the library.
- 7.6. 11 Reservation of seats is not permitted.
- 7.6.12 Users must be decently dressed and conduct themselves properly in the library. Noisy shoes should not be worn in the library.
- 7.6.13 Library membership cards are not transferable.
- 7.6.14 The library will not accept responsibility for loss or misplaced personal belongings.
- 7.6.15 Any loss of borrowing tickets must be reported immediately to the library staff. The lost ticket may be replaced by new ticket at Tsh. 2000/= non refundable.
- 7.6.16 Library staff on duty have the right to request a user to leave the premise if found violating any of the library rules and regulations.

7.7 Fine and Penalties

- 7.7.1 Library materials must be returned by the due date or earlier. Failure to do so will be treated as a serious offence. The borrower will be required to pay fine for overdue.
- 7.7.2 Fine imposed on borrowers for late return of Library materials includes:
A fine of Tsh. 500/= (students) and Tsh. 1000/= (others) which shall be paid every additional day after the last day of returning a borrowed material to the library. Failure to return the book after the additional fined 7 days will be considered failure to pay the fine will result to denial to use the library.
- 7.7.3 **Special Reserve Materials:** Fine of Tsh. 500/= shall be paid after every additional hour.
- 7.7.4 **Loss and Damage:** A borrower will be held responsible for materials out on loan. If the material is lost, an immediate report should be made to the librarian and the borrower is required to pay one and a half (1.5) of the cost of the damaged or lost material.
- 7.7.5 **Theft:** The penalty for any act of book theft a students shall be discontinued from studies and a letter shall be written copied to the Deans/ Directors or Heads of the Departments.

CHAPTER 8

ACADEMIC FACULTIES

8.1 Faculty of Education (FED)



An enticing environment for learning and recreation

8.1.1 Message from the Dean Faculty of Education

Welcome to the Faculty of Education the parent of the University, Faculty which offers programmes in the area of education. Students who intend to pursue a career as teachers educational managers and administrators, educational psychologic ,counselors, researchers and officers to be involved in public service are ensured of quality education,. The prospectus provides prospective students with details about the programmes that are run by the faculty. It also provides details on the courses provided, academic rules and regulations for graduation.

8.1.2 Background

The Faculty of Education at Teofilo Kisanji University started with a programme of Bachelor of Education Languages in 2006/2007 academic year. The Faculty offers a three year Bachelor of Education (Languages-BEL) and a Bachelor of Arts with Education (BAED)

The Faculty of education has been established purposely to qualified teachers teaching in primary, secondary schools, adult educators, psychologists, counselors and administrators. Revitalization of schools in Tanzania especially secondary schools and colleges, will depend on many essential factors, including improved teacher training and provision for management training of school administrators.

The programmes offered by the Faculty of education are designed to provide educators a solid foundation of the knowledge in their area of specialization and enhanced proficiency in communication skills. The programmes are practical oriented whereby student teachers enrolled in these programmes have opportunities to observe, model, and practice new techniques and skills in teaching and counseling throughout their course of study. The Faculty of Education prepares students to become effective teachers and administrators with the knowledge, skills, and appropriate attitudes needed to improve the quality of education in Tanzania.

8.1.3 Departments

The Faculty of Education has one Department, the Department of Education.

The Bachelor of Education aims at preparing educational teachers to take care of related courses in education and other fields at different levels. The program focuses on preparing professionals who are competent in handling issues in education efficiently and effectively. It also deals with the application of psychology to study the behavior of individuals in the roles of a teacher and learner. It equips students who will generate new knowledge in education in the Tanzanian context.

8.1.4 The General Objectives

The Faculty of Education of Teofilo Kisanji University programmes aim at training secondary school teachers, teacher training tutors, and education officers.

The Faculty of education has been established purposely

(i) to address the burning problem of a shortage of qualified teachers, psychologists, counsellors and administrators, facing Tanzania. Revitalization of schools in Tanzania especially secondary schools and colleges, will depend on many essential factors, including improved teacher training and provision for management training of school administrators.

(ii) to provide educators a solid foundation of the knowledge in their area of specialization and enhanced proficiency in communication skills.

(iii) Provide practical oriented training whereby student teachers have opportunities to observe, model, and practice new techniques throughout their course of study. They are attached in secondary teacher training for the first two years .

students are prepared to become effective teachers and administrators with the knowledge, skills, and appropriate attitudes needed to improve the quality of education in Tanzania.

8.1.5 Specific Objectives

The Bachelor of Education (Languages) and Bachelor of Arts with Education have the following detailed objectives:

- a) To equip students with knowledge of teaching and learning in theory and practice, so that they may
 - i. Consider the cognitive and emotional development of their students when planning and preparing lessons in their respective teaching subjects;
 - ii. Design and teach effective subject lessons;
 - jj. Implement a variety of effective strategies to teach the subjects.
 - iv. Evaluate properly lessons and students' performance;
 - v. Develop a personal philosophy of education.

- b). To equip students with knowledge in Psychology, Sociology and Ethics or philosophy, so that they may
 - i). Consider the social background of students (and teachers) in Tanzania;
 - ii) Communicate in a proper way with students and their parents;
 - iii) Communicate the spirit of good citizenship and working for the good of the nation.

- c). To enable students to study in-depth and know and understand the respective subjects:
 - i) Teach the respective subjects to primary, secondary schools and teachers in colleges;
 - ii) Enable students to use the knowledge provided in the respective subjects in a proper way.
 - iii) Enable students discuss the respective subjects effectively.
 - iv) Attain expertise in research on respective subjects
 - v) Use research and observation findings for ongoing inquiry into the education of respective subjects.
- d) To give students a solid background in understanding the respective subjects so that they may:
 - i) Communicate concepts and knowledge to secondary school learners.
 - ii) Use available research tools for continued education in respective teaching subjects
 - iii) Help their students in using the knowledge acquired in respective subjects.
- e) To enable students use educational media and technology, so that they may,
 - i. Use computer to write research papers, theses and dissertations .
 - ii. Use the Internet and its research tools for continued education in teaching and learning.
 - iii. Install high standards of professional conduct and a sense of teaching as a vocation among students.
 - iv. Provide a good example in the work habits and work with diligence and excellence.
 - i. Display a commitment to good moral conduct;
 - ii. Value continuing education and ongoing personal improvement.

8.1.6 Course Codes

The Course Codes for the courses in the Faculty of Education are as follows: TED- Education

courses; TLE- Study skills; TDS Development Studies; and TCS –Computer Skills.

All undergraduate courses start with 8 which represent UQF level 8 which is followed by number 1, 2 or 3 represent year of study. The third number represent semester the course is offered. The Courses bear series for the semesters as follows: the first semester bear 100 series; second semester-200 series; third semester-300series; fourth semester-400 series; fifth semester-500 series and sixth semester- 600 series. The fourth number of the course code is the number of the course in the course listing.

8.1.7 Course Structure

All education students taking Bachelor of Education, shall take all compulsory education courses and optional courses will be as stipulated in the course.

In addition, all Education students will take two teaching subjects of which one will be a major teaching subject and the other will be a minor teaching subject.

All students will take the inter-disciplinary courses of Development studies and Communication Skills, which will be provided in the respective designated semester and from different Faculties.

Students shall be required to take a total of not less than sixty (60) credits and not more than sixty six (66) credits in a semester. The courses will comprise of 24 credits for the Education courses, 21 credits for the major teaching subject and 15 credits for the minor teaching subject in each semester and there will be additional credits for crosscutting courses in semesters when they are offered. A minimum of 120 credits shall have to be covered per year and 360 credits to complete a degree programme.

8.1.8 Teaching Practice, Internship and Research Project

Teaching practice and internship will be done in the first and second years. It is a training and learning process, which students are expected to utilize the theories they learned through practice in secondary and teacher training institutions. They will teach for six weeks during the long vacation of both first and second years. Students will choose optional courses among secondary education methods, teacher education methods and adult education methods. Students taking secondary education methods in their first second year will be attached to secondary schools for teaching practice, those taking teacher education methods will be attached to teacher training institutions or primary schools and those taking adult education methods will be attached to teacher training institutions. All students will do a research project in the third year. Theology students will do internship in parishes within their respective churches in every long holiday.

8.1.9 Number of Credits Required for Graduation

In order for a **BEL** and **B.A (Ed)** student to graduate he/she must take and

Pass not less than **360** credits. The distribution of such credits will be as Follows:

*Students taking a teaching subject as a **major** subject shall take **all core courses with 21 Credits**. Those who take **as a minor teaching subject shall take 15 credits** .*

Table 8.1.1Credits Required for Graduation of BEL and B.A (Ed)

Courses	First Year		Second Year		Third Year		Total
	1 st Sem	2 nd Sem	3 rd Sem	4 th Sem	5 th Sem	6 th Sem	
Education	24	24	24	24	24	24	144
Major	21	21	21	21	21	21	126
Minor	15	15	15	15	15	15	90
Cross-cutting	6	6	6	0	0	0	18
Total	66	66	66	60	60	60	378

Table 8.1.2: Subject Combinations of teaching subjects for Students taking Bachelor of Arts with Education (B.A (Ed)) and Bachelor of Education Languages (BEL

SN	Subject Combination	Abbreviation
1	History and Kiswahili	TEKU/B.A (Ed)/HK/...
2	History and Geography	TEKU/B.A (Ed)/HG/...
3	History and English	TEKU/B.A (Ed)/HE/...
4	Geography and Kiswahili	TEKU/B.A (Ed)/GK/...
5	Geography and English	TEKU/B.A (Ed)/GE/...
6	Kiswahili and English	TEKU/BEL/KE/...

8.1.10. Education Courses

Table 8.1.3 Education Courses for first Semester

Course Code	Title	Credits	Status
TED 8111	History of Education	6	Core
TED 8112	Principle Methods and Practical Skills for Teaching	6	Core
TED 8113	Teaching Practice	6	Core
TCS 8111	Basic Computer studies	6	Core
TLE 8112	Communication and Study Skills	6	Core
	Total	30	

TED 8112 will include micro TP as part of the course work . which will include topic presentations and TED-micro teaching practice.

Table 8.1.4: Education Courses for Second Semester

Course Code	Title	Credits	Status
TED 8121	Educational Psychology	6	Core
TED 8122	Philosophy of Education	6	Core
TED 8123	Education Media and Technology	6	Core
TED 8124	Sociology f Education	6	Core
	Total	24	

SECOND YEAR

Table 8.1.5: Education Courses for Third Semester

Course Code	Title	Credits	Status
TED 8231	Cross-cutting Issues in Education	6	Core
TED 8232	Curriculum Development	6	Core
TED 8233	Classroom Learning and Interaction	6	Core
TED 8234	Teaching Practice II	6	Core
	Total	24	

TED 8234 will be taken at the end of the third semester.

Table 8.1.6: Education courses for Fourth semester

Course Code	Title	Credits	Status
TED 8241	Education Guidance and Counselling	6	Core
TED 8242	Research Methods in Education	6	Core
TED 8243	Introduction to Educational Statistics	6	Core
TDS 8121	Development Studies	6	Core
	Total	24	

Table 8.1.7: Education Courses for Fifth Semester

Course Code	Title	Credits	Status
TED 8351	Research Project in Education	6	Core
TED 8352	Comparative Education	6	Core
TED 8353	Professional Ethics for Educators	6	Core
TED 8354	Early Childhood Education	6	Elective
TED 8355	Pedagogy of Teachers Education	6	Elective
TED 8356	Methods of Teaching Adult Education	6	Elective
	Total	24	

Students will take 3 core courses and one optional course

Table 8.1.8: Education Courses for Sixth Semester

Course Code	Title	Credits	Status
TED 8361	Educational Testing, Measurements and Evaluation	9	Core
TED 8362	Education Management and Administration	9	Core
TED 8363	Economics of Education	6	Core
		24	

8.2. Faculty of humanities and Social Sciences (FHSS)



TEKU CHAPEL

8.2.1 Message from the Dean-FHSS

Welcome to the Faculty of Humanities and Social Sciences at Teofilo Kisanji University (TEKU) in Mbeya. This is a newly formed Faculty which merges the former two Faculties; Faculty of Theology and Faculty of Arts and Social Sciences; which are now Departments. The Faculty is a home of Scholars and students with specialization in Theology, and the teaching subjects of Geography, English, Kiswahili history and Sociology. Students are trained to cater for the needs of society in the respective specializations. The major emphasis of the Faculty is Teaching, Research and Community services. Scholars in various fields are engaged into projects for the publication of researches in journals and books apart from their teaching routines. As soon as students join the Faculty, they are introduced to the ongoing projects and the need for them to contribute to them in one way or another. Community services are conducted in terms of seminars and projects to various community groups; Moreover, the Faculty is open to various ideas and suggestions that lead to academic growth. It is indeed a pleasure to welcome you to be part of this magnificentl growing Faculty as a lecturer or student.

8.2.2. Faculty Objectives

Faculty of Humanities and Social Sciences has the following objectives:

1. To equip students with appropriate knowledge and skills in their subject areas of speciality
2. To instil in students the spirit of independent study and search for knowledge and skills.
3. To instil in students high standards of professional conduct and a sense of responsibility and accountability.
4. To enable students develop critical thinking, analytical skills reasoning, judgement and participate in development activities.
5. To enable students use a computer and Internet to write their research papers and for life-long learning.

(a) DEPARTMENT OF THEOLOGY (DOTH)

8.2.3 Introduction

The Department of Theology provides academic and professional theological education in programmes and promotes research in these areas. Through its programmes and resources, the Department trains men and women for faithful and creative leadership in the mission of the Church, grounded in the scriptural, historical, and doctrinal sources and practices that shape the Christian Church. The department seeks to faithfully carry that identity into the future. The Department of Theology offers different programmes in theology from Non Degree to Postgraduate programmes in General Certificate in Theology, Ordinary Diploma in Theology, Bachelor of Divinity, Masters of Theology and PhD in Theology.

The programmes intend to equip students in the ordained ministry, religious education and other ministries within the church and society.

8.2.4 Units of the Department of Theology

The faculty consists one department of Theology and three units which are:

- i. Biblical Studies
- ii. Systematic Theology and Church History
- iii. Practical Theology and Liberal Arts

8.2.5 Course Codes Identification

Course codes are identified as follows:

TBD: T stands for TEKU; B for Bachelor, and D for Divinity

four digits are used which are to be understood as follows;

The first digit stands for the UQF level, second digit stands for the year in which the course is offered; an the third digit indicates the semester in which the course is offered and the fourth digit bears the number of occurrences of the course within the series of courses in a particular department.

8.2.6 Bachelor of Divinity

The Bachelor of Divinity Programme is designed to provide good academic preparation for those who aim to serve in the ordained ministry of churches, and is flexible enough to accommodate also students with some other career aspirations. The aim is to train students and develop them in an advanced theological training for effective ministry. Additionally, to equip students with the profession; this will help them to deal with the present and future challenges in both the church and the community. In order to graduate a student is required to have 360 credits

8.2.7 Course Listing

Number of Credits Required for Graduation

In order for a BD student to graduate, he/she must take and pass a minimum of 360 credits. Where credit one (1) hour of instruction constitutes 10 hours credits. The distributions of the credits is as follows:

Table 8.2.1: Credits Required for Graduation of Bachelor of Divinity (BD)

Courses	1 st Year		2 nd Year		3 rd Year		Total
	1 st Sem	2 nd Sem	3 rd Sem	4 th Sem	5 th Sem	6 th Sem	
Theology	54	60	54	54	60	60	342
Cross-cutting	6	0	6	6	0	0	18
Total	60	60	60	60	60	60	360

Table 8. 2.2: Theology Courses for the First Semester

Course Code	Course Title	Credits
TBDB 8111	New Testament Greek I : Grammar	9
TBDB 8112	Introduction to Old Testament	9
TLE 8113	Communication and Study Skills	6
TBD P 8114	Homiletics	6
TBD P 8115	Introduction to Pastoral Ministry	6
TBD S 8116	Introduction to Christian Theology	6
TBD C 8117	Church History i: ancient to Medieval Period	6
TDL 8118	Philosophy and Logic	6
TBDL 8119	Creative Writing	6
	TOTAL	60

Table 8.2. 3 Theology Courses for Fourth Semester

Course Code	Course Title	Credits
TBDB 8121	New Testament Greek I : Grammar	6
TBDB 8122	New Testament Background	9
TBD 8123	Old Testament History and Theology	9
TBD P 8124	African Christian Marriage	9
TBD P 8125	Worship and Liturgy	9
TBD 8126	Basic Computer Skills	6
TBDS 8127	Church History II: Reformation to Present	6
TBDL 8128	Sociology of Religion	6
	TOTAL	60

Table 8. 2.4: Theology Courses for the Second Semester

Course Code	Course Title	Credits
TBDB 8221	New Testament Greek 2: Grammar	9
TBD B 8222	New Testament Background	9
TBD B 8223	Old Testament History and Theology	9
TBD P 8224	Christian Marriage	9
TBDP 8225	Worship and Liturgy	6
TBDS 8226	African Traditional Religion (ATR)	6
TBDC 8227	Church History 2: Reformation to the Present	6
TBDL 8228	Sociology of Religion	6
TBDS 8236	African Traditional Religion	6
	Total	60

Table 8. 2.5: Theology Courses for the Third Semester

Course Code	Course Title	Credits
TBDB 8231	Reading New Testament Greek	6
TBDB 8232	The Gospels and Acts	9
TBDB 8233	Old Testament: Prophetic and Wisdom Literature	9
TBD B 8234	Hebrew I: Grammar	9
TBD P 8235	HIV and AIDS: Church and Healing Ministry	9
TBD P 8236	African Traditional Religion (ATR)	6
TBD C 8237	Moravian History 1: Ancient unity	6
TDS 8231	Development Studies I	6
	Total	60

Table 8.2.6: Theology Courses for the Fourth Semester

Course Code	Course Title	Credits
TBDB 8241	New Testament : Pauline and Catholic Letters	6
TBDB 8242	Hebrew II : Grammar	9
TBDS 8243	Dogmatic I: God, Creation and Sin	9
TBD C 8244	Church History in Africa: Central and East	9
TBD C 8245	Moravian History 2: Renewed Moravian Church	9
TBD L 8246	Research Methods in Theology	6
TBD L8247	Psychology of Religion	6
TDS 8248	Development Studies II	6
	Total	60

Table 8.2.6: Theology Courses for the Fifth Semester

Course Code	Course Title	Credits
TBDP 8351	Christian Education	9
TBDS 8352	Christian denominations	9
TBDP 8353	Pastoral Field Attachment II	9
TBDS 8354	African Reconstruction Theology	9
TBDS 8355	Dogmatics II: Christology, Trinity, Pneumatology, Ecclesia and Eschatology	9
TBDC 8356	Moravian History 2: Tanzania Moravian History and Moravianism	9
TBDL 8357	Research Project in Theology	6
	Total	60

Table 8.2.7: Theology Courses for the Sixth Semester

Course Code	Course Title	Credits
TBDP 8361	Stewardship	9
TBDP 8362	Church Administration	9
TBDP 8363	Pastoral Care and Counselling/ Clinical Pastoral Education	9
TBDS 8364	Christian Ethics	9
TBDP 8365	Musicology and Ecumenism	9
TBDL 8366	Financial Management and Entrepreneurship	9
TBDL 8367	Christian Approaches to Other Religions	6
	Total	60

(b) DEPARTMENT OF ARTS AND SOCIAL SCIENCES (DASS)

The department of Arts and social sciences originates from the former faculty of Arts and social sciences which started in 2009/2010 academic year. In 2020 the faculty was merged with the faculty of Theology to form the current faculty of humanities and social sciences it caters for the teaching subject and Arts and social sciences programmers.

8.2.8. Course Codes

The different courses are identified by special codes. Each of the course codes is made up of an acronym of three letters and three digits. The letters **T** stands for **TEKU** and the following two letters stand for name of the course/subject. The **first digit** stands for the qualifications level, the second digits stands for the year in which the course is offered stands for the semester in which the course is offered and fourth digit bears the number of occurrences of the course, the number of the respective course. The following is the list of acronyms and what they stand for:

- TCS** Computer Studies
- TDS** Development Studies
- TGE** Geography Courses
- THT** History Courses
- TLE** English Courses
- TLK** Kiswahili Courses

Table 8.2.9: English Courses for First Semester

Course Code	Course Title	Credits	Status
TLE 8111	Introduction to Language and Literature	9	Core
TLE 8112	Communication and Study Skills	6	Core
TLE 8113	Literary Genres (Fiction, Poetry ,Drama)	9	Core
TLE 8114	Methods of Teaching English Language and Literature	6	Elective

*A Student taking English as a **major subject** shall take all courses and those taking it as a **minor subject** shall take **TLE 8111 and TLE 8114 with 15 Credits and TLE 8112***

Table 8.2.9: English Courses for the Second Semester

Course Code	Course Title	Credits	Status
TLE 8121	Phonetics and Phonology	9	Core
TLE 8122	African Literature	6	Core
TLE 8124	History and Importance of English	6	Elective
		21	

*Students who take English as a **major Subject** shall take **all courses**. Those who take English as a **minor subject** shall take **TLE 8121 and TLE 8122 with a total of 15 Credits**.*

Table 8.2.10: English Courses for Third Semester

Course Code	Course Title	Credits	Status
TLE 8231	Morphology and Syntax	9	Core
TLE 8232	Translation and Interpretation	6	Elective
TLE 8233	Literary Devices	6	Core

*Students who take English as a **major Subject** shall take **all courses with a total of 21 Credits**. Those who take English as a **minor subject** shall take **TLE 8231 and TLE 8233 (15 Credits)** TDS 8121 is for all students.*

Table 8.2.11. English Courses for the Fourth Semester

Course Code	Course Title	Credits	Status
TLE 8241	Semantics	10	Core
TLE 8242	Drama	5	Core
TLE 8243	Research Methodology in English & Literature	5	Elective

*Students who take English as a **major** Subject shall take **all courses**. Those who take English as a **minor** subject shall take **TLE 8241** and **TLE 8243**. **TDS 8121** is for all students.*

Table 8.2.12: English Courses for the Fifth Semester

Course Code	Course Title	Credits	Status
TLE 8351	Advanced English Grammar	9	Core
TLE 8352	Sociolinguistics	6	Elective
TLE 8353	Research Project in English Language and Literature	6	Elective
TLE 8354	Prose	6	Core

*Students who take English as a **major** Subject shall take **all courses**. Those who take English as a **minor** subject shall take **TLE 8351** and **TLE 8352**.*

Table 8.2.13: English Courses for the Sixth Semester

Course Code	Course Title	Credits	Status
TLE 8361	Stylistics and Discourse Analysis	9	Core
TLE 8362	Poetry	6	Core
TLE 8363	European Literature	6	Elective

*Students who take English as a **major** Subject shall take all courses. Those who take English as a **minor** subject shall take **TLE 8361** and **TLE 8362**.*

8 .2.8 ORODHA YA KOZI ZA KISWAHILI MWAKA WA KWANZA

Jedwali Na 8.2.14: Kozi za Kiswahili kwa Muhula wa Kwanza

Namba ya Kozi	Jina la Kozi	Vigezi	Hadhi ya Kozi
TLK 8111	Historia na Maendeleo ya Kiswahili	9	Lazima
TLK 8112	Nadharia na Historia ya Sanaa na Fasihi ya Kiswahili	6	Lazima
TLK 8113	Mbinu za Kufundisha Kiswahili	6	Lazima

*Wanafunzi wanaochukua Kiswahili kama somo **kuu** watachukua **Kozi zote**. Wanaochukua kama somo **dogo** watachukua **TLK 8111 na TLK 8112. TLE 113 na TCS 8111 ni lazima kwa wanafunzi wote. TLE 8112 inapatikana katika sehemu A***

Jedwali Na 8.2.15 Kozi za Kiswahili kwa Muhula wa Pili

Namba ya Kozi	Jina la Kozi	Vigezi	Hadhi ya Kozi
TLK 8121	Utangulizi wa Muundo wa Lugha ya Kiswahili	9	Lazima
TLK 8122	Uchambuzi na Uhakiki wa Kazi za Fasihi	6	Kuchagua
TLK 8125	Nadharia ya Uandishi katika Kiswahili	6	Kuchagua

*Wanafunzi wanaochukua Kiswahili kama somo **kuu** watachukua **kozi zote**. Wanaochukua kama somo **dogo** watachukua **TLK 8121 na TLK 8122**.*

MWAKA WA PILI

Jedwali Na 8.2.16 Kozi za Kiswahili kwa Muhula wa Tatu

Namba ya Kozi	Jina la Kozi	Vigezi	Hadhi ya Kozi
TLK 8231	Fonolojia ya Kiswahili	9	Lazima
TLK 8232	Tamthilia ya Kiswahili	6	Lazima
TLK 8233	Mitindo ya Matumizi ya Kiswahili	6	Kuchagua

*Wanafunzi wanaochukua Kiswahili kama somo **kuu** watachukua **kozi zote**. Wanaochukua kama somo **dogo** watachukua **TLK 8231 na TLK 8232**. TDS 8121 ni kozi ya lazima kwa wanafunzi*

Jedwali Na 8.2.17: Kozi za Kiswahili kwa Muhula wa Nne

Namba ya Kozi	Jina la Kozi	Vigezi	Hadhi ya Kozi
TLK 8241	Mofolojia ya Kiswahili	9	Lazima
TLK 8242	Ushairi wa Kiswahili	6	Lazima
TLK 8243	Mbinu za Utafiti katika Kiswahili	6	Kuchagua

*Wanafunzi wanaochukua Kiswahili kama somo **kuu** watachukua **kozi zote**. Wanaochukua kama somo **dogo** watachukua **TLK 8241 na TLK 8242**. TDS 8121 ni kozi ya lazima kwa wanafunzi wote. TDS 8121 inapatikana katika sehemu ya I*

MWAKA WA TATU

Jedwali Na 8.2.18: Kozi za Kiswahili kwa Muhula wa Tano

Namba ya Kozi	Jina la Kozi	Vigezi	Hadhi ya Kozi
TLK 8351	Sintaksia ya Kiswahili	9	Lazima
TLK 8352	Fasihi Simulizi	6	Lazima
TLK 8353	Projekti ya Utafiti katika Kiswahili	6	Kuchagua
TLK 8354	Riwaya ya Kiswahili	6	Lazima

*Wanafunzi wanaochukua Kiswahili kama somo **kuu** watachukua **TLK 8351, TLK 8352 na TLK 8353 au TLK 8354**. Wanaochukua kama somo **dogo** watachukua **TLK 8351 na TLK***

Jedwali Na 8.2.19: Kozi za Kiswahili kwa Muhula wa Sita

Namba ya Kozi	Jina ya Kozi	Vigezi	Hadhi ya Kozi
TLK 8361	Semantiki na Pragmatiki ya Kiswahili	9	Lazima
TLK 8362	Nadharia ya Tafsiri na Ukalimani	6	Lazima
TLK 8363	Kanuni za Uandishi wa Kamusi	6	Kuchagua

*Wanafunzi wanaochukua Kiswahili kama somo **kuu** watachukua **Kozi zote**. Wanaochukua kama somo **dogo** watachukua **TLK 8361 na TLK 8362**.*

8..2.9. Course Listing for Geography Courses.

Table 8.2.20: Geography Courses for the First Semester

Course Code	Course Title	Credits	Status
TGE 8111	Introduction to Physical Geography	6	Core
TGE 8112	Spatial Organization	9	Core
TGE 8113	Methods of Teaching Geography	6	Core

*Students taking Geography as major teaching subject will take all Core courses with a total of 21 credits, students taking Geography as minor subject will take only two courses **TGE 8111** and **TGE 8112** with a total of 15 credits.*

Table 8.2.1: Geography Courses for the Second Semester

Course Code	Course Title	Credits	Status
TGE 8121	Climatology	6	Core
TGE 8122	Surveying and Mapping Science	9	Core
TGE 8123	Environmental Resources and Food Security	6	Elective

*Students taking Geography as Major teaching subject will take all courses with a total of 21 credits and those taking Geography as minor teaching subject will take **TGE 8121** and **TGE 8122** with a total of 15 credits.*

Table 8.2.22: Geography Courses for the Third Semester

Course Code	Course Title	Credits	Status
TGE 8231	Quantitative Techniques in Geography	9	Core
TGE 8232	Environmental Education and Conservation	6	Core
TGE 8233	Soil Resources	6	Elective
TGE 8234	Urban Systems, Planning and Management	6	Elective

*Students taking Geography as major teaching subject will take **TGE 8231** and **TGE 8232** and one optional course with total of 21 credits and for those taking Geography as minor teaching subject will take **TGE 8231** and **TGE 8232** with a total of 15 credits.*

Table 8.2.23: Geography Courses for the Fourth Semester

Course Code	Course Title	Credits	Status
TGE 8241	Remote Sensing	9	Core
TGE 8242	Population Studies	6	Elective
TGE 8243	Research Methodology	6	Core
TGE 8244	Tourism and Leisure	6	Elective

Students taking Geography as major teaching subject will take two core courses **TGE 8241** and **TGE 8243** and one optional course with total of 21 credits, for those who taking Geography as minor teaching subject will take **TGE 8241** and **TGE 8243** with a total of 15 credits..

Table 8.2.24 : Geography Courses for the Fifth Semester

Course Code	Course Title	Credits	Status
TGE 8351	Geographical Information Systems	9	Core
TGE 8352	Natural Resources Management	6	Core
TGE 8353	Project Planning and Management	6	Elective
TGE 8354	Environmental Disaster Management	6	Elective
TGE 8355	Research Project in Geography	6	Elective

Students taking Geography as a major teaching subject will take all core course and one optional course, with a total of 21 credits. Students taking Geography as minor subject shall take **TGE 8351** and any additional course from the core or optional course except TGE 8355 with a total of

Table 8.2.25 : Geography Courses for the Sixth Semester

Course code	Course title	Credits	Status
TGE 8361	Contemporary Issues in the Geography of Africa	9	Core
TGE 8362	Regional Development Policy, Planning and management	6	Core
TGE 8363	Environmental Policy, Planning and Management	6	Elective
TGE 8364	Hydrology and Water Resources Policy, Planning and Management	6	Elective

Students taking Geography as a major teaching subject will take all core course and one optional course with a total of 21 credits, students taking Geography as a minor subject will take **TGE 641** and any one course from core or elective courses with a total of 15 credits.

8.2.10 Course Listing for history Courses

Table 8.2. 26: History Courses for the First Semester

Course Code	Course Title	Credits	Status
THT 8111	Basic Concepts and Perspective in Historical Scholarship	6	Core
THT 8112	Survey of World History to ca 1520 AD	9	Core
THT 8113	Methods of teaching History	6	Core

Students taking History as a major teaching subject will take all courses as compulsory with 21 credits while students taking History as a minor teaching subject will take **THT 8113** and any of the remaining courses provided they get 15 credits.

Table 8.2.27: History Courses for the Second Semester

Course Code	Course Title	Credits	Status
THT 8121	History of East Africa	6	Core
THT 8122	Themes in African History	9	Core
THT 8123	Capitalism and Imperialism in World History	6	Core

Students taking History as a teaching subject shall take all core courses as compulsory with

SECOND YEAR

Table 8.2.28: History Courses for the Third Semester

Course Code	Course Title	Credits	Status
THT 8231	Research method in History	6	Elective
THT 8232	Philosophies and Methodologies of History	6	Core
THT 8233	History of Tanzania	9	Core

THT 8233 is core and compulsory course for all students taking history and **THT 8232** is compulsory for history major but optional to minors provided majors get a total of 21 credits and

Table 8.2.29: History Courses for the Fourth Semester

Course Code	Course Title	Credits	Status
THT 8241	Neo-colonialism and Revolutionary Movements	9	Core
THT 8242	History of the USA	6	Elective
THT 8243	Industrialization in Japan and China	6	Core
THT 8244	Population History of Tanzania	6	Core

All core courses are compulsory for all students majoring in history while the remaining courses are optional provided majors get 21 and minors get 15. **THT 8241** is compulsory for all students.

Table 8.2.30: History Courses for the Fifth Semester

Course Code	Course Title	Credits	Status
THT 8351	Economic History of Tanzania	9	Core
THT 8352	History of North Africa	6	Elective
THT 8353	History of West Africa	6	Core
THT 8354	Research Project in History	6	Elective

THT 8351 and THT 8354 are compulsory for students who major in History while the remaining courses are optional provided majors get 21 credits and minors get 15 credits

Table 8.2.31: History Courses for the Sixth Semester

Course Code	Course Title	Credits	Status
THT 8361	History of Central Africa	9	Core
THT 8362	History of South Africa	6	Elective
THT 836.3	Oral Histories in Tanzania: Theory	6	Elective

THT 8361 is a core course and is compulsory for all students taking history while THT 8362 and THT 8363 are optional to majors and minors

8.3 Faculty of Science and Technology (FoST)



Students in a class applying the technological knowledge practically

8.3.1 Introduction

The Faculty of Science and Technology at Teofilo Kisanji University offers three years degree programmes of Bachelor of Science in Environmental Studies (BScES), and Bachelor of Science with Education (BScEd).

This Faculty provides strong, flexible educational science degree programmes that are responsive to the immediate and long term needs of students the teaching profession. Tanzania as a country is still suffering from an acute shortage of mathematics and science teachers, environmental scientists and technologists and computer experts. The graduates from the Faculty of Science and Technology are expected to fill this gap.

8.3.2 Objectives

i) Main Objective

The Faculty intends to develop professionals who are fully equipped and competent in utilizing scientific knowledge and skills in planning, organizing, directing, teaching and implementing programmes.

Students shall be required to take a total of not less than sixty (60) credits and not more than sixty six (66) credits in a semester. The courses will comprise of 24 credits for the Education courses, 21 credits for the major teaching subject and 15 credits for the minor teaching subject in each semester and there will be additional credits for crosscutting courses in semesters when they are offered. A minimum of 120 credits shall have to be covered per year and 360 credits to complete a degree programme. One hour(1) of instruction is equivalent to 3 credits.

8.3.3 Course Codes

TBL—Biology

TCH— Chemistry

TPH- Physics

TMT— Mathematics

TCS— Computer

8.3.4. Bachelor of Science with Education (BSc.Ed) Programme

Students are required to study three Academic Years, each consisting of two Semesters. Students are required to take all core courses offered in a semester, in addition to which she/he may take optional courses from outside her/his programme requirement if the Faculty approves the application to this effect. The grades of optional courses will not be included in the calculation of credits required in a Semester, Annual or Final GPA. The courses will however appear on the Transcript or Progress Report of the student. In addition to the Common Courses compulsory to all TEKU student, the student currently takes courses in Education and two different (Science) Teaching Subject amongst the following :

- Chemistry—Biology with Education

- Biology– Geography with Education
- Chemistry– Geography with Education

In the near future, we shall have additional combinations of subjects listed herein:

The minimum study period to pursue a BScEd and BScES degree is three year and the maximum period will be five years. Within this period of time, the candidate should clear the pending courses and Examinations. Failure to do that means that the student shall be discontinued from studies. The Contact Hours will slightly differ between different Teaching Subject combinations/ subjects. The number of courses and Credits is equal in all choices but Contact Hours differ depending on distribution between different Learning Activities. Not that numbers are rounded up/ down and may not appear to tally. The following table compare the accrual of Credits in TEKU BScEd and BScES with the accrual of Credits as recommended by TCU:

Total Credits	BScEd	BScES
TCU minimum Requirement	373	369
% in Excess of TCU Requirement	3.6	2.5

The Distribution of Learning Activities in BScEd

Each Credit in the Programme refers to ten hours of students' work. The student's study workload in any course typically includes lectures, seminars, group– work, laboratory work, time required by assignments, independent student and practical training and the planned credits/ workloads through different learning activities.

8.3.5 Course Listing for Bachelor of Science in Environmental Science

FIRST YEAR

Table 8.3.1: Environmental Science Courses for the First Semester

Course Code	Course Title	Status	Credits
TES 8111	Principles and Practice of Environmental Science	9	Core
TES 8112	Environmental Ethics and Philosophy	9	Core
TES 8113	Environmental Law and Policy	9	Core
TES 8114	Climate change and Environment	9	Core
TES 8115	Introduction to Environmental Components and Interrelationships	6	Core
TES 8116	Environmental Ecology	6	Core
TGE 8113	Environmental Resources and Food Security	6	Core
TLE 8113	Communication and Study Skills	6	Core
	Total	60	

Table 8.3.2: Environmental Studies Courses for the Second Semester

Course Code	Course Title	Status	Credits
TES 8121	Introduction to Environmental Pollution Control and Remediation	9	Core
TES 8122	Fundamentals of Environmental Chemistry	9	Core
TES 8122	Environmental Statistics	6	Core
TES 8123	Environment and Poverty	6	Core
TES 8124	Environmental Geology and Earth Surface Processes	6	Core
TES 8125	Environmental Analytical Methods	6	Core
TES 8126	Field Practical Training I	6	Core
TGE 8121	Climatology	6	Core
TGE 8122	Surveying and Mapping Science	6	Core
	Total	60	

SECOND YEAR

Table 8.3.3: Environmental Science Courses for the Third Semester

Course Code	Course Title	Status	Credits
TES 8231	Introduction to Environmental Sociology	6	Core
TES 8232	Environmental Assessment	6	Core
TLE 8233	Agriculture and Environment	6	Core
TES 8234	Environmental Management Systems	6	Core
TES 8235	Waste Management	6	Core
TES 8236	Environmental Toxicology I	6	Core
TGE 8232	Environmental Education and Conservation	6	Core
TGE 8333	Soil Resources	6	Core
TGE 8235	Urban System, Planning and Management	6	Core
TDS 8231	Development Studies I	6	Core
	Total	60	

Second Semester

Table 8.3.4: Environmental Studies Courses for the Fourth Semester

Course Code	Course Title	Status	Credits
TES 8241	Research Methods in Environmental Studies	9	Core

TES 8242	Energy Resources and Environment	9	Core
TES 8243	Environmental Microbiology	6	Core
TGE 8241	Remote Sensing Theory and Practice	9	Core
TES 8244	Environmental Biotechnology	9	Core
TES 8245	Field Practical Training II	6	Core
TGE 8242	Population Studies and Environment	6	Core
TDS 8241	Development Studies II	6	Core
	Total	60	

THIRD YEAR Fith Semester

Table 8.3.5: Environmental Studies Courses for the Fifth Semester

Course Code	Course Title	Status	Credits
TES 8351	Environmental Psychology	6	Core
TES 8352	Environmental Economics	6	Core
TES 8333	Aquatic Ecology and Pollution	6	Core
TES 8354	Land Degradation and Environmental Geology	6	Core
TES 8336	Participatory Approaches to Environmental Management	6	Core
TES 8357	Research Project in Environmental Studies	6	Core
TGE 8351	Geographic Information Systems	9	Core
TGE 8352	Natural Resources Management	6	Core
TGE 8353	Project Planning and Management	6	Core
TGE 8354	Environmental Disaster Management	6	Core
	Total	63	

Table 8.3.6; Environmental Studies Courses for the Sixth Semester

Course Code	Course Title	Status	Credits
TES 8361	Environmental Anthropology	9	Core
TES 8362	Biodiversity and Conservation	9	Core
TES 8363	Pollution Control Technology	9	Core
TES 8364	Limnology	9	Core
TES 8365	Forest and Environment	6	Core
TES 8366	Development and Environment	9	Core
TGE 8364	Hydrology and Water Resource Policy, Planning and Management	6	Core
	Total	57	

8.3.6 BACHELOR OF SCIENCE WITH EDUCATION (BSCED)

Students taking Bachelor of Science with Education will have to take two teaching subjects. The credits will be arranged as follows:

Table 8.3.7: Credits Required for Graduation of BSc Ed

Courses	First Year		Second Year		Third Year		Total
	1 st Sem	2 nd Sem	3 rd Sem	4 th Sem	5 th Sem	6 th Sem	
Education	24	24	24	24	24	24	144
Major	21	21	21	21	21	21	126
Minor	15	15	15	15	15	15	90
Cross-cutting	6	6	6	0	0	0	18
Total	66	66	66	60	60	60	378

NB: Students taking Education and Geography the courses are as specified in the Faculty of Education

8.3.7 Course Listing for Biology Courses

Table 8.3.8: Biology Courses for the First Semester

Course Code	Course Title	Credits	Status
TBL 8111	Cell biology and genetics	9	Core
TBL 8112	Evolutionary Biology	6	Core
TBL 8114	Biology Teaching Methods	6	Core

Students taking biology as a major teaching subject will take all the courses (21 Credits) and those taking biology as a minor teaching subject will take TBL 8111 and TBL 8114 (15 Credits)

Table 8.3.9: Biology Courses for the Second Semester

TBL 8121	Invertebrate Zoology	9	Core
TBL 8122	Introductory Parasitology and entomology	6	Core
TBL 8123	Vertebrate Zoology	6	Core

Students taking biology as a major teaching subject will take all the courses (21 Credits) and those taking biology as a minor teaching subject will take TBL 8121 and TBL 8122 (15 Credits)

TBL 8231	Anatomy of Angiosperms	9	Core
TBL 8232	Plant Structure and Physiology	6	Core
TBL 8233	Principles of Soil Science	6	Core

Students taking biology as a major teaching subject will take all the courses and those taking biology as a minor teaching subject will take TBL 8231 and TBL 8232

Table 8.3.11: Biology Courses for the Fourth Semester

TBL 8241	Introductory Microbiology	9	Core
TBL 8242	Vertebrate Anatomy and physiology I	6	Core
TBL8243	Taxonomy of higher plants	6	Core

Students taking biology as a major teaching subject will take all the courses and those taking biology as a minor teaching subject will take TBL 8241 and TBL 8243

Table 8 3.12: Biology Courses for the Fifth Semester

TBL 8351	Principle of Ecology	9	Core
TBL 8352	Vertebrate Anatomy and Physiology II	6	Core
TBL 8353	Introduction to Environmental Science	6	Core

Students taking biology as a major teaching subject will take all the courses and those taking biology as a minor teaching subject will take TBL 8361 and TBL 8363

Table 8 3.13: Biology Courses for the Sixth semester

TBL 8361	Molecular biology and biotechnology	6	Core
TBL 8362	Metabolic physiology and Plant Growth	9	Core
TBL 8363	Developmental Biology	6	Core

8.3.8. Course Listing for Chemistry Courses.

Table 8.3.14: Allocation of Chemistry Courses for the first Semester

Course Code	Course Title	Status	Credits
FIRST SEMESTER			
TCH 8111	Introduction to physical Chemistry	9	Core
TCH 8112	Chemistry practical I	6	Core
TCH 8113	Chemistry Teaching Methods	6	Core

Students taking chemistry as a major teaching subject will take all the courses and those taking chemistry as a minor teaching subject will take TCH 8111 and TCH 8113

Table 8. 3.15: Allocation of Chemistry Courses for the Second Semester.

TCH 8121	Basic analytical Chemistry	9	Core
TCH 8122	Chemistry Practical II	6	Core
TCH 8123	Organic Chemistry I	6	Core

Students taking chemistry as a major teaching subject will take all the courses and those taking chemistry as a minor teaching subject will take TCH 8121 and TCH 8123

Table 8. 3.16 Allocation of Chemistry Courses for the third Semester.

TCH 8231	Inorganic Chemistry I	9	Core
TCH 8232	Organic Chemistry II	6	Core
TCH 8123	Chemistry Practical III	6	Core

Students taking chemistry as a major teaching subject will take all the courses(21 Credits) and those taking chemistry as a minor teaching subject will take TCH 8231 and TCH 8233

Table 8. 3.17: Allocation of Chemistry Courses for the Fourth Semester

TCH 8241	Electrochemistry	9	Core
TCH 8242	Inorganic Chemistry II	6	Core
TCH 8243	Chemistry Practical IV	6	Core

Students taking chemistry as a major teaching subject will take all the courses and those taking chemistry as a minor teaching subject will take TCH 8241 and TCH 8243

Table 8. 3.18: Allocation of Chemistry Courses for the Fifth Semester

TCH 8351	Instrumental Methods in Analytical Chemistry	9	Core
TCH 8352	Organic Chemistry III	6	Core
TCH 8353	Chemistry Practical V	6	Core

Students taking Chemistry as a major teaching subject will take all the courses(21 Credits) and those taking chemistry as a minor teaching subject will take TCH 8351 and TCH 8352

Table 8. 3.9: Allocation of Chemistry Courses for the Sixth Semester.

TCH 8361	Chemical thermodynamics	9	Core
TCH 8362	Chemical Kinetic	6	
TCH 8363	Chemistry Practical VI	6	Core

Students taking chemistry as a major teaching subject will take all the courses(21 Credits) and those taking chemistry as a minor teaching subject will take TCH 8361 and TCH 8363(15 Credits)

8.3.9 Course listing for Physics Courses

Table 8.3.25: Allocation of Physics Courses for the First Semester

Course Code	Course Title	Status	Credits
TPH 8111	Mechanics I	9	Core
TPH 8112	Vibrations and Waves I	6	Core
TPH 8113	Physics Teaching Methods	6	Core

Students taking Physics as a major teaching subject will take all the courses(21 Credits) and those taking chemistry as a minor teaching subject will take TPH 8111 and TPH8113 (15

Table 8.3.20: Allocation of Physics Courses for the Second Semester

TPH 8121	Electromagnetism I	9	Core
TPH8122	Vibrations and Waves II	6	
TPH 8122	Physics Practical I	6	Core

Students taking Physics as a major teaching subject will take all the courses(21 Credits) and those taking chemistry as a minor teaching subject will take TPH 8121 and TPH 8122 (15 Credits)

Table 8.3.21: Allocation of Physics Courses for the Third Semester

TPH 8231	Electromagnetism II	9	Core
TPH 8232	Fundamental of Material Science I	6	Core
TPH 8233	Physics Practical II	6	Core

Students taking chemistry as a major teaching subject will take all the courses(21 Credits) and those taking chemistry as a minor teaching subject will take TCH 8351 and TCH 8353(15 Cred-

Table 8. 3. 22: Allocation of Physics Courses for the Fourth Semester

TPH 8241	Quantum Mechanics and Structure of the Atom	9	Core
TPH 8242	Fundamental of Material Science II	6	Core
TPH 8243	Physics Practical III	6	Core

Students taking Physics as a major teaching subject will take all the courses and those taking chemistry as a minor teaching subject will take TPH 8241 and TPH 8243

Table 8.3.23: Allocation of Physics Courses for the Fifth Semester

TPH 8351	Solid State Physics	9	Core
TPH 8352	Mechanics II	6	Core
TPH 8353	Physics Practical IV	6	Core

Students taking Physics as a major teaching subject will take all the courses and those taking chemistry as a minor teaching subject will take TPH 8351 and TPH 8352

Table 8 3.24: Allocation of Physics Courses for the Sixth Semester

TPH 8361	Concepts of Astronomy and Astrophysics	9	Core
TPH 8362	Thermal Physics	6	Core
TPH 8363	Physics Practical V	6	Core

Students taking Physics as a major teaching subject will take all the courses and those taking chemistry as a minor teaching subject will take TPH 8361 and TPH 8263

CHAPTER 9 MEMBERS OF UNIVERSITY ORGANS

9.1 Board of Trustees (BoT)

1.Rt. Rev. C. Nguvumali	Chairperson and Chancellor	+255 784 429 055
2.Rev. D. Mgombele	General Secretary MCT	+255 768 115 002
3.Prof. H. J. M. Mwansoko	Vice Chancellor	+255 713 211 056
4.Rt Rev. K. Panja.	Member	+255 752 786 650
5.Rev. Z. Sichone	Member	+255 767 877 205
6 Rev. C. Katale	Member	+255 754 522 255
7.Rev. E. Simae	Member	+255 754 502 251
8.Dr. V. Kanama	Member	+255 756 995 321
9. Rev. Y.K. Mwambeta.	Member	+255 764 934 339

9.2 University Council

1. Dr. A. Mlimuka	Chairperson	+255 784 603 517
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3. Rt. Rev. Dr. A. F. Cheyo	Member	+255 784 354 007
4. Prof T. Kassimoto	Member	+255 754 567 374
5. Prof. C. Mung'ong'o	Member	+255 787 566530
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8. Rev. P. Malema	Member	+255 753 703 644
9. Rev. E. Simae	Member	+255 754 502 251
10. Rev.E.A. Sikazwe	Member	+255 769 487 861
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14. Ms I. Mwasyoge	Member	+255 755 723 374
15 Mr. M.. Mgwasa (TEKUSO)	Member	+255 871 956554
16. Mr. P. Mwamwaja	Member	+255 754 951 481
17. Mr.E. Kihwaga	Member	+255 768 221 538
18. MOEVT representative	Member	
19. Mr. Njanga	REO	

9.3 University Senate

1.Prof. H. J. M. Mwansoko	Chairperson	+255 713 211 056
2. Prof. T. Kassimoto	Secretary	+255 754 567 374
3. Prof. C. Mung'ong'o	Member	+255 787 566 530
4. Dr. Mussa Mpelwa	Member	+255 753 029 200
5. Rev. M. Kategile	Member	+255 757 827 125
6. Dr. Noel Ntawigaya	Member	+255 765 101 477
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11.Mr. R. Meza	Member	+255 756 170 610
12. Rev. Dr. T. Mwenisongole	Member	+255 764 601 598
13. Ms. S.M Mwamwaja	Member	+255 713 490 227
14. Rev. D. Mgombele	Member	+255 768 115 002
15. Mr. Njangu	Member	
16. Mr. O. Ndemeke		+255 753 483 117
17. Rev. M. Kasyele	Member	+255 768 507 929
18. Mr. Obed Maguhu	Member	+255 752 870b313
19. TEKUSO Representative	Member	
20. MOEVT Representative	Member	

9.4 UNIVERSITY MANAGEMENT

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3. Prof. C. Mung'ong'o	Member	+255 787 566 530
4. Prof. E. Mligo	Member	+255 753 489 160
6. Dr. J. P. Msindai	Member	+255 784 478 335
7. Prof. F. Chale	Member	+255 754 367 517
8. Dr. H. Simpasa	Member	+255 715 446 277
9. Rev. M. Kategile	Member	+255 757 827 125
10. M. Gwalema	Secretary	+255 756 847 436
11. Rev. M. Kasyele	Member	+255 768 507 929
12. Mr. O. Ndemeke	Member	+255 753 483 117
13. Mr. F. Sanga	Member	+255 764 408 419

CHAPTER 10

UNIVERSITY PERSONNEL

10.1 Senior Personnel of Teofilo Kisanji University

a). Vice Chancellor

Prof. Hermas. J. M. Mwansoko, PhD (Linguistics - York University, UK), MA (Philology - Moscow USSR), Diploma (Journalism - Lumumba University)

b). Deputy Vice Chancellor Academic Affairs

Prof. T. Kassimoto PhD (University of Zimbabwe); MA & BA (Education - UDSM)

c). Deputy Vice Chancellor for Panning, Finance and Administration

Prof. C. Mung'ong'o PhD, (Geog) Stockholm, MA (Sociology) UDSM, BA (UDSM)

10.2 Faculties, Directorates and Departments Personnel

10.2.1 Faculty of Humanities and Social Sciences (FHSS)

a). Dean

Rev. Prof. E. S. Mligo PhD (Theol.)University of Oslo Norway, M. Phil. (University of Oslo Norway) BD, Tumaini University – Arusha Tanzania.

b). Head of Department of Theology

Rev. Dr. R. Mbaao PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)

c). Head of Department of Arts and Social Sciences

Dr. J. Lawi PhD (Demography) UDSM, MA (Demography) UDSM, BA (Sociology) UDSM

10.2.2 Faculty of Education (FED)

a). Dean Faculty of Education (DFED)

Dr. N. Ntawigaya PhD (Education) OUT, MAED (OUT) BAED (TEKU)

b).Head of Department of Education

Dr. N. Ntawigaya PhD (Education)OUT, MAED (OUT) BAED (TEKU)

10.2.3 Faculty of Science and Technology (FoST)

a). Dean

Dr. J. Msindai PhD, Dip (University of London); MSc Lumumba University Moscow

b). Head of Department of Science and Technology

Dr. A. Mwijage PhD(Ecology)(OUT); MSc (Pest Management)(Univ. of London; BSc (Agriculture)(SUA)

10.2.4 Directorate of Research, Consultancy, Publications and Postgraduate Studies (DRCPPS)

a). Director

Prof . F. Chale PhD (Environmental Health Science), MSC (Environmental Health Science) BSC Chemistry

10.2.5 Unit of Library and Information Services (ULIS) UNIT

a) Coordinator of the Unit

Mr. E. Kihwaga

MSC (Information Sciences Library Information Studies) (Moi University)
BSC (Env. Studies) SUA

10. 2.6. The Finance Unit

a). Bursar

Mr. O. Ndemeke

BAF (St. John University)

10. 2. 7. Quality Assurance Unit

a). Coordinator of the Unit

Dr. T. Mwenisongole

PhD (UNISA)), MTh (Bethlehem USA) BD, (Makumira)

10. 2.8 Chaplain

Rev. D. Mwalyolo

Bachelor of Theology (MOTHECO), Masters of
Theology (TEKU)

Rev . Mary Kategile

MA Th. – Bethlehem (USA),
BD (MOTHECO) PGDE (TEKU) , Dip. Dress making
(Bethlehem PA)

Rev. Dr. T. Mwenisongole

PhD Theology (UNISA) MTh (Bethlehem USA) BD
Makumira.

Rev. M. Kasyele

MTh (TUMA), BD (MAKUMIRA, PGDE (TEKU)

Rev. Revocatus Meza

MA (Theology) (Bethlehem, Pennsylvania), PGDE
(TEKU) BD Moravian Theological College

Rev. E. Majani

MA (Theology) (TEKU); Bachelor of Divinity (TEKU);
PGDE (TEKU)

Rev. Ekisa L. Shibanda

MA (TEKU) BD (TEKU)

Continuing Education Programmes (CEP UNIT

a). Coordinator of the programmes.

Rev. M. Kategile

MA Th. – Bethlehem (USA),
BD (MOTHECO) PGDE (TEKU) Dip. Dress making
(Bethlehem PA)

b). Assistant Coordinator

Mr Sule , M.

MSC (Community Economic Dert), (S. New Hampshire

University BA

(Londuse Planning) UDSM

10.2.6 Students Services UNIT

Dean of Students

Ms Stella Seif

MA(Applied Social Psychology)(UDSM);
BED(Psychology)(UDSM); Dip. Education(Korogwe)

10.2.7 Legal Issues Unit

Legal Counsel

Ms. M. Gwalema,

LLM (Mzumbe), LLB (Mzumbe)

10.2.8 Data Centre

a). Registrar

Rev. M. Kasyele

MTh (Makumira), PGDE (TEKU), BD (Makumira)

b) Data Manager

Mr. O. Maguhu

BSC (Information Technology)IFM

10.2.9 Examinations Unit

a). Coodinator of Examination Unit

Mr. F. Nyoni

PGDE (SAUT), BSCCS (SJIIT)

10.2.10. Personnel of Information and Communication Technology (ICT Unit)

(a) Coordinator of the Unit

Mr. O. Maguhu BSC Information Technology) IFM

(b) ICT Staff

Ms. S. Komba B.Sc - Computer St. Joseph (DSM)
Mr. F. P. Nyoni Msc. Infor. Tech. (UDSM), BSc (St. Joseph)
Mr. Hisani D. Mwasanga BSC (Computer Science)IAA
Ms. C.L. Malima Dip. Computer Science (St Joseph Dar))

10.2.11. Administration and Human Resources Unit (AHRU)

Coordinator of the Unit

Mr. E. Kaminyoge BHRM (Mwalimu. Nyerere Memorial Academy)

10.2.12 Planning and Development Unit (PDU)

Coordinator of the Unit

Mr. A. Senka MBA (University Wales) BA Economics (UDSM)

10.2.13 Public Relations Unit (PRU)

Coordinator of the Unit

Ms. Nina Kibasa MSc –Journalism (MOI), BA—Journalism (UDSM)

10.3.0 Academic Staff

10.3.1 Faculty of Education (FED)

a). Dean Faculty of Education (DFED)

Dr. H. Simpassa PhD (Linguistic) OUT, MA (Linguistics) BAED (UDSM)

b). Acting :Head of Department of Education

Dr. N. Ntawigaya PhD (Education)OUT, MAED (OUT) BAED (TEKU)

C) Staff of the Faculty of Education

Prof. Tuli Kassimoto PhD (Education) (UZ) MAED (UDSM) BAED (UDSM)

Dr. H. Simpassa PhD (Linguistic) OUT, MA (Linguistics) BAED (UDSM)

Mr. N. J. Ntawigaya PhD (OUT) (Admin. Plan, & Plicy) BAED (History & English). Teofilo Kisanji University (TEKU)

Mr. O. Boaz MA (Education) UDSM.

Ms S. Seif MA (Applied Social Psychology)(UDSM);
BED (Psychology)(UDSM); Dip. Education (Korogwe)

Mr. D. Simon MAED (UDSM), BAED (UDSM)

Rev.Watson L. Masiba BD (TUMA) PGDE (UDSM) MED (Applied Social Psychology) UDSM

10.3. 2 FACULTY OF HUMANITIES AND SOCIAL SCIENCES (FHSS)

(a) Dean Faculty of Humanities and Social Sciences

Prof. E. Mligo PhD (Theology) Oslo University, M . Phil (Theology) University of Bachelor Divinity (MUCO)

(b) Head, Department of Arts and Social Sciences

Dr. J. Lawi PhD (Demography); MA (Demography) (UDSM) BA (Sociology) UDSM

(c) Head, Department of Theology

Rev. Dr. Mbaio PhD (Theol.) (TUMA), MTh (TUMA), BD (MOTHECO)

(d) Academic staff

Rev. Mary Kategile MA Th. – Bethlehem (USA),
BD (MOTHECO) PGDE (TEKU) Dip. Dress making
(Bethlehem PA)

Rev. Dr. T. Mwenisongole PhD Theology (UNISA) MTh (Bethlehem USA) BD
Makumira.

Rev. M. Kasyele MTh (TUMA), BD (MAKUMIRA, PGDE (TEKU)

Rev. Revocatus Meza MA (Theology) (Bethlehem, Pennsylvania), PGDE
(TEKU) BD Moravian Theological College

Rev. E. Majani MA (Theology) (TEKU); Bachelor of Divinity (TEKU);
PGDE (TEKU)

Rev. Ekisa L. Shibanda MA (TEKU) BD (TEKU)

Rev M. Kasyele MA (TUMA) BD (TUMA)

Department of Arts and Social Sciences (DASS)

Head of Department

Dr. J. Lawi PhD (Demography); MA (Demography) UDSM
BA (Sociology) UDSM

(e) Head of Department of Arts and social Sciences

Dr. H.J Simpasa PhD (Linguistics) (OUT); MA(Linguistics)(UDSM);
BAED (UDSM)

(f) Academic Staff.

Prof H. Mwansoko PhD (Kiswahili(Univ. of York); MMA(Philology)(Moscow); Dip.
Journalism(Lumumba

Ms T. Daud MA(Kiswahili)(UDOM); BAED(UDOM)

Ms R. Kategela MA(Kiswahili)(UDSM); BEL(TEKU).

Mr J. T. Mwaipyana MA(Linguistics)(RUCO); BAED(RUCO)

Mr T.E. Kazwanomo MA(Linguistics)(SAUT); BAED(SAUT)
Administration)(RUCO);BAED(RUCO)

Mr. Z. Michael Msc– Natura Resources Mngt (UDSM), BAED (UDOM)

Mr. O. Amani Master of Arts in Geography and Environmental Science(UDSM),
Bachelor of Arts with Education (UDSM).

Mr. J. Malekela Master of Arts in History (UDM) BAED (UDSM)

Mr. N. Nyanganilwa MA (Geography+ Environmental Management (UDOM) BAED
(Eckenford University).

Mr. A.L. Temba MSC (Geographical Inf . Systems , BA Geog + Env, studies
(UDSM)

Mr. P. Wolfgang M.Sc. Natural resources Management (UDSM), BAED
(Geography) (UDSM).

Mr. J. Hosea Master of Arts in History (UDSM), Bachelor of Arts with Educatio
n (UDSM)

Mr. S. Mkumbwa Master of Arts in History (UDSM), Bachelor of Arts with
Education (TEKU).

Ms. Phides Kagwa MA (Kiswahili - UDOM) BAED (UDSM)
Administration)(RUCO);BAED(RUCO)

Mr. Mahe MA (Sociology) UDOM , BA Sociology SAUT

10.3.3. Faculty of Science and Technology

(a) **Dean Dr. J. Msindai** PhD (Univ Michigan), MA (Un, Michigan), BSc (UDSM)

(b) **Head Department of Science and Technology**

Dr. Amos Mwijage PhD (Production Ecology & Resources Conservation University of London, MSc. (Pest Management) BSc. Agriculture (SUA).

(c) **Academic Staff**

Prof. F. Chale PhD, MSc Environmental Health Sciences (University of Michigan, USA); BSc Chemistry & Statistics (UDSM) development studies (UDSM), BA (UDSM) Bachelor of Arts with Education (UDOM). (SUA).

Mr. A. Kingshashu MSc (Ed Chemistry) (PPatrice Lumumba Univ.)
Ms. G.T. Baraka MSCED (Biology) (UDSM); BSCED (UDSM)

Mr. E. Mazigo MSCED (Biology) (UDSM); BSCED (UDSM)
Mr. R. Maghembe MSc (Biochemistry) (SUA); BSCED (UDSM)
Dr. M. Mpelwa PhD (Chemistry) (Angzhou Abdeen BSC (Chemistry) UDSM
Mr Y.I. Laurent MSC (Chemistry) (Moscow); BSc (Chemistry) (Moscow)
Mr. S. S. Selemani MSC (Applied Zoology) (UDSM), BSC (Education) (UDSM)
Ms. C. R. Usiri BSc ED (MWENGE) MSc. Biochemistry (UDSM)
Mr. M. Lufingo Msc. Environmental Science and Engineering -(NM- A) Bsc Chemistry (UDOM)

Ms. A.H. Abdul MSc (Chemistry) UDOS, BSc (Chemistry) (UoB)
Mr. A Geoffrey MSc (Comp Sc.) , UDOM , BSc (Comp .SC.) UDSM.

(d) **Laboratory Technicians**

Mr. N. Rugudagiza, Diploma in Lab Technology (UDSM)
Mr. A. Sehene Diploma in Lab Technology (UDSM)

10.3.4. Continuing Education Programmes (CEP)

Coordinator

Rev. Mary Kategile MTh (Bethlehem), BD (MOTHECO), PGDE (TEKU)

(b) Personal

Deputy Coordinator

Mr.Sule, T. Michael	Master of Science in Community Economic Development (Ms.CED) (SNHU), BA (Hons) Land Use Planning (UDSM), Postgraduate Certificate in Performance Based Financing (PBF) (UNZA).
Mr.Mdolloh Wilfred Tamli	Postgraduate Diploma in Education (PDGE) (TEKU), Bachelor of Art in Sociology (UDSM),
Mr. Gaspar F. Mahe	Master of Arts in Sociology (UDOM), Bachelor of Arts in Sociology (UDSM).
Mr.Kamili, Alfred	Postgraduate Diploma in Accountancy (TIA), Advanced Diploma in Accounting (TIA).
Ms.Mboya, Anna counting (TIA).	Postgraduate Diploma in Accountancy (TIA), Advanced Diploma in Ac-
Ms.Aurelia Jeremia	Master of Arts in Information Studies (UDSM), Bachelor of Arts in Education (TEKU).
Ms. Martha Kanama	Bachelor of Academic Law (University of Mysore, India), Master of Science in Revenue Law and Administration (UDSM).
Liberatus E. Philipo	Bachelor of Science in Nursing—UDOM
Mr. Geoffrey Anganile	Master of Science in Computer Science (UDOM), BSC Computer Science (UDOM)
Mr. G. Msemwa Wilhard Mlelwa	BSC Computer Science . (TEKU) Bachelor of Science Midwifrey—UDOM
Nursing :	
Dauson Protace	Bachelor of Science in Nursing - UDOM
Liberatus E. Philipo	Bachelor of Science in Nursing—UDOM

10. 3.5 Library and Information Services (DLIS)

(a) Coordinator

Mr. E. Kihwaga

MSC (Information Sciences Library Information Studies)
(Moi University) BSC (Env. Studies) SUA

(b) Library Staff

Ms. S. Alphonce,

Mr. P. Sichelwe

Mr. J. Mboma

Mr. A. P. Mwansepe

Ms. N. Mwangomo

Ms. E. Duma

Ms. T. Mganga

Ms. J. Kyando,

Ms. B. Kasyele

Mr. S. Mwakatwila

MA Information Studies, (UDSM), BA General – (UDSM)
MA Information Studies (MOI University), BEL (TEKU),

Diploma in Education (Mpwapwa)

Diploma in Librarianship (SLADs Bagamoyo), Degree- (OUT)

Diploma in Librarianship (TEKU),

Diploma in LIS, (TEKU), Certificate in Library Management
(TLS)

Diploma in LIS (TEKU) Certificate in Library Management
(TLS)

Diploma in LIS and Information Science, Certificate in
Library Management (TEKU).

Diploma in Library archives and Documentations
studies, Degree- (OUT) Certificate in Library SLADS), BLIM
(Candidate) OUT

Diploma in LIS (TEKU) Certificate in Library and Information
Services (TEKU).

Diploma in Librarianship (SLADs Bagamoyo)

10. 7. Accounts Unit

(a) Bursar

Ms. A. Haule.

Adv. Dip (TIA)

(b) Assistant Accountants

Mr. O. Ndemeke

Mr. Vicent Okolo

Mr. Daniel Nzali

BAF (St. Johns)

BBA(TIA)

BBA (SAUT), DBA (CBE)

(c) Cashier

Ms. F. Mwakilachile

DBA (TEKU)

(d) Procurement /Stores Officer

Ms. J. Kibona

BBA-PSM (SAUT)

CHAPTER 11

UNIVERSITY ALMANAC FOR UNDERGRADUATE PROGRAMMES, 2020/2021 AND 2021/2022 ACADEMIC YEARS

SEPTEMBER 2021

1 st -8 th September	:	Preparations for 2 nd Semester Examinations.
9 th – 18 th Sept	:	Examination Period for 2 nd semester
14 th – 20 th Sept	:	Third round of applications.
18 th Sept	:	End of 2 nd semester.
18 th – 25 th Sept.	:	Marking of 2 nd semester Examinations
28 th September	:	Faculty Board Meetings.

OCTOBER 2021

1 st – 8 th October	:	External Examiners
11 th – October	:	Academic Board Meeting.
15 th October	:	Senate Meeting
18 th October	:	Declaration of 2 nd semester examination results
25 th – 30 th October	:	Supplementary/Special examinations 2020/2021 Academic Year
25 th –30 th October	:	Orientation week for New Students 2021/2022 Academic year
30 th – 31 st October	:	Marking of Supplementary/Special Examinations.

NOVEMBER 2021

1 st November	:	Faculty Board Meeting
1 st – 14 th November	:	Student transfer window for new and credit transfers.
2 nd November	:	Academic Board Meeting
3 rd November	:	Senate Meeting
1 st – 2 nd November	:	Registration of all students for 1 st semester 2021/2022 Academic year.
3 rd November	:	Classes Begin.
19 th November	:	Planning and Finance Committee Meeting
26 th November	:	Appointments and Human Resources Management Committee
30 th November	:	Deadline of submission of transfers.

DECEMBER 2021

1 st -23 rd December	:	Classes Continue
3 rd December	:	Audit Committee
9 th December	:	Tanganyika Independence Day (Public Holiday)
10 th December	:	Board of Trustees meeting and Convocation/Alumni Meeting.
11 th December	:	14 th Graduation Ceremony
12 th -17 th December	:	Mid-Semester tests
23 rd Dec. – 1 st Jan. 2022	:	Christmas Recess.
31 st December	:	Deadline for submission of enrolment data for 2021/2022 Academic year.

JANUARY 2022

2 nd Jan. – 31 st January	:	Classes resume
12 th January	:	Zanzibar Revolution Day (Public Holiday)

15th January : Council Meeting
 17th – 21st January : Submission of Continuous Assessment Results.

February 2022

1st -12th February : Classes Continue
 14th – 19th February : Preparations for University Examinations
 21st – 28th February : 1st Semester University Examinations.
 28th February : End of 1st Semester.

March 2022

28th Feb – 6th March : Marking of Examinations
 4th March : Submission of Examination Results to Faculty
 1st – 13rd March : Recess Period.
 28th March : Faculty Board Meetings.
 14th – 15th March : Registration for 2nd Semester
 16th March : Beginning of 2nd Semester Classes

April 2022

1st April : Admission and Examination Committee Meeting
 5th April : Senate Meeting
 7th April : Karume Day-Public Holiday.
 1st – 14th April : Classes Continue
 15th – 18th April : Easter Holidays
 19th – 30th April : Classes resume.
 26th April : Union Day (Public Holiday)

May 2022

1st May : Workers Day (Public Holiday)
 3rd – 4th May : Eid el Fitri
 2nd – 31st May : Classes continue
 9th – 13rd May : Mid semester tests
 19th May : Quality Assurance Committee Meeting

June 2022

3rd -15 June : 2nd Semester Test
 17th -20th June : Submission of Continuous Assessment Results
 1st – 25th June : Classes Continue
 1st – 30th June : Advertisements for 1st Year students
 9th June : Appointments and Human Resources Committee Meeting.
 16th June : Planning and Finance Committee Meeting
 24th June : Audit Committee Meeting.
 27th – 2nd July : Preparations for University Examinations
 30th June : Council Meeting

July 2022

4th – 12th July : 2nd Semester University Examinations.
 13th July : End of 2nd Semester
 13th – 30th July : Marking of Examinations
 13th -31st July : Recess Period

August 2022

1st – 6th August : Submission of Examination Results.
 9th August : Faculty Board Meetings.
 12th August : Admission and Examination Committee
 8th – 11st August : External Examiners

19 th August	:	Senate Meeting.
23 rd August	:	Release of Examination Results.
1 st -31 st August	:	Recess Period

September 2022

1 st – 4 th September	:	Recess period
2 nd September	:	Quality Assurance Committee Meeting
5 th Sept- 15 th Oct.	:	Teaching Practice/Practical Training

October 2022

3 rd October	:	Audit Committee
14 th October	:	Nyerere Day
15 th October	:	End of Teaching Practice/Practical Training
24 th Oct. -29 th Oct.	:	Supplementary Examinations/ Special Examinations 2021/2022 Academic year.
24 th -29 th Oct.	:	Orientation week for 1 st year students.
31 st – Oct.- 1 st Nov	:	Reporting and Registration for Continuing students for 2022/2023 Academic year.
31 st October-1 st Nov.	:	Marking of Supplementary/Special Examinations.

November 2022

2 nd November	:	Admission and Examinations Committee meeting
4 th November	:	Senate Meeting
1 st – 30 th November	:	Classes Continue
25 th November	:	Board of Trustees Meeting/ and Convocation
26 th Nov.	:	15 th Graduation ceremony.

DECEMBER 2022

1 st – 23 rd December	:	Classes Continue
3 rd December	:	Audit Committee meeting
6 th December	:	Quality Assurance Committee meeting
9 th December	:	Tanganyika Independence Day
24 th Dec. – 1 st Jan.2023	:	Christmas Recess
3 rd January 2023	:	Classes Continue

N.B: Every Friday of the Week (Except on Public Holidays) is for Management Committee Meeting.

