



CENTRE FOR FOREIGN RELATIONS



PROSPECTUS 2020/2021





CENTRE FOR FOREIGN RELATIONS



PROSPECTUS FOR 2020/2021

CENTRE FOR FOREIGN RELATIONS (CFR)

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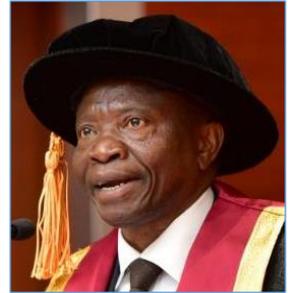
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MESSAGE FROM THE DIRECTOR

We are delighted that you have decided to undertake tertiary level studies at the Mozambique-Tanzania Centre for Foreign Relations. This Prospectus describes the range of courses and different activities undertaken at the Centre. The Centre comprises a unique community of students and staff and is dedicated to becoming a regional centre of excellence, and a special “think tank”, in International Relations, Diplomatic and Strategic Studies. The Centre’s track record of success is well known in the areas of research and consultancy. The Centre assures its clients of the best possible environment for interactive and participatory learning, research and public service. The Centre is committed to continuing to ensure that students at the Centre is filled with excitement, joy and experiences that can be treasured for life.



As a Centre, we recognize that the quality of student’s experiences derives from beyond academic studies, which is the reason the Centre encourages students to join and engage in the various extracurricular activities offered. The Centre has taken all reasonable steps to ensure that the information provided in this Prospectus in relation to contents, structure, teaching facilities and staffing for all courses, is accurate and up-to-date. It is the hope and belief of the Centre’s Management and staff that all interested parties will find this Prospectus useful and helpful. Should a would-be student or client of the Centre not find what is expected or desired, he / she should not hesitate to contact the Registrar’s Office for prompt assistance.

On behalf of the Management and staff I warmly welcome you to the Centre for Foreign Relations and look forward to working with you and supporting you towards the achievement of your academic and professional ambitions.

H.E. Ambassador Dr. Abdulrahman Kaniki, ndc

Director

Mozambique-Tanzania Centre for Foreign Relations

March, 2021

PART ONE

GENERAL INFORMATION

1.1 Historical Background of the Centre

The Mozambique-Tanzania Centre for Foreign Relations, also formally known as Centre for Foreign Relations (CFR), is one of the higher learning institutions in Tanzania. The Centre was established in 1978 as a result of an agreement between the Governments of the United Republic of Tanzania (URT) and the Republic of Mozambique. The Centre has been incorporated in the Immunities and Privileges Act No. 5 (1986). This incorporation has conferred the Centre with a diplomatic status. The Centre's primary function is to promote development, awareness and understanding of issues of International Relations at regional and international levels for practicing and emerging professionals and the general public. The CFR is ever on the alert to learn from the international space and share innovative practices with all those involved in promoting international peace, understanding, security and good relations.

The Centre was originally designed to train the citizens of the two partner countries in the field of International Relations and Diplomacy. However, the expansion of foreign policy constituencies and increasing demands of each country to respond to global changes necessitated the Centre to admit students from other ministries, and the private sector including fresh students completing Advanced Level Secondary School education from within and outside Tanzania. The expanded role of and demand for economic diplomacy in the local and international arena made the Centre into an ideal place for many students and diplomats with diverse interests and who wanted to learn and specialise in the areas demand by their governments and indeed the private sector. As a result, new programmes were introduced including: Economic Diplomacy, Foreign Languages, Strategic Studies and Communication Skills. With such growth, the Centre, has seven Departments running diverse courses to date. The Centre has also established a new centre in Dodoma, offering courses in Postgraduate Diploma programmes.

This prospectus puts together general and specific regulations for programmes both long and short courses leading to Certificate, Diploma, Bachelors, and Master's degree qualifications under the Departments of International Relations and Diplomacy; Economic Diplomacy; Strategic Studies; Foreign Languages and Communication Skills; and the Department of Short Courses, Research, Consultancy and Publications. The prospectus also provides information about

staff, course requirements and pertaining regulations. It is intended to guide prospective and ongoing undergraduate and postgraduate students in planning their study programmes and courses.

1.2 Governance and Administration of the Centre

The Centre is under the Ministry of Foreign Affairs and East African Cooperation. It has a Governing Council (GC), which is the overall policy making body, vested with powers to institute policies and regulate the governance system and all operations of the Centre and the Director is assisted by two Deputy Directors, one in charge of Planning, Finance and Administration and the other coordinates all academic affairs of the Centre.

The Director is the Chief Executive of the Centre and is answerable to the GC for the general administration and management of the Centre. The Director also serves as secretary to the GC and the spokesperson of the Centre. The Centre has two main directorates namely, the Directorate of Planning, Finance and Administration (DD-PFA), and Directorate of Academics, Research and Consultancy Services (DD-ARC). Under each directorate there are departments and units, managed by Heads of Departments and Sections.

1.3 Functions of the Centre

The main functions of the CFR are stipulated under Articles 3 (a - g) of the 1978 Constitution of the Centre as follows:

- a) To promote social, economic and political awareness by providing opportunities for the study of international affairs and training in the principles, procedures and techniques of diplomacy;
- b) To conduct training programmes in such subjects associated with international affairs and diplomacy as the GC may from time to time decide;
- c) To engage in research relating to the problems and needs of selected subjects and evaluate the results achieved through the training programmes;
- d) To provide advisory and ancillary services to the Governments and such other bodies or organizations as may be determined by the Governing Council;
- e) To sponsor, arrange or provide facilities for conferences and seminars on subjects within the competence of the Centre;

- f) To arrange for publication and general dissemination of print and other material produced in connection with the work and activities of the Centre; and
- g) To facilitate the proper and efficient carrying out of the Centre's activities and the proper performance of its functions as may be directed by the Governing Council from time to time.

1.4 Vision and Mission of the Centre

1.4.1 Vision

To be a Centre of Excellence in National and International affairs.

1.4.2 Mission

To provide high quality scholarly services through training, research, and consultancy in diplomacy and strategic studies to match with national and international affairs.

SENIOR OFFICERS OF THE CENTRE

PRINCIPAL OFFICERS OF THE CENTRE

CHAIR OF THE COUNCIL

Vacant

DIRECTOR

Ag. H. E. Ambassador Dr. Abdulrahman Kaniki, *ndc* LLB, LLM, PhD (UDSM)

DEPUTY DIRECTOR, ACADEMICS, RESEARCH AND CONSULTANCY

Vacant

DEPUTY DIRECTOR, PLANNING, FINANCE AND ADMINISTRATION

Ag.H.E. Ambassador. Innocent E. Shiyo: BA in Economics (UDSM), MA-International Dev (International University of Japan).

HEADS OF DEPARTMENTS UNDER THE DIRECTORATE OF ACADEMICS, RESEARCH AND CONSULTANCY

REGISTRAR

Mr. Ally T. Masabo: BA-PsPA (UDSM), MA-International Political Economy (University of Warwick).

DEPARTMENT OF INTERNATIONAL RELATIONS AND DIPLOMACY

Mr. Lenny M. Mwijarubi: BA-Political Science (University of Pretoria), PGD-Mgt of Foreign Services (CFR), MA- Political Science (UDSM).

DEPARTMENT OF ECONOMIC DIPLOMACY

Ms. Desderia Sabuni: Adv. Dip-Accountancy (IFM), PGD -Economic Diplomacy (CFR), MA -International Business and Diplomacy (University of East AngliaUK-).

DEPARTMENT OF STRATEGIC STUDIES

Dr. Juma Mabasa Kanuwa: DipEd (Mtwara TTC), BAEd (Islamic University in Uganda, Mbale), M.A- History (UDSM), PhD Conflict Transformation and Management (Nelson Mandela University).

DEPARTMENT OF FOREIGN LANGUAGES AND COMMUNICATION SKILLS

Dr. Antonio J. Kimambo: BAEd in Linguistics and Literature in English (UDSM), MAEd. In Language, Culture and Identity (University of London,), PhD Linguistics Intercultural Communication (Open University Tanzania).

DEPARTMENT OF SHORT COURSES, RESEARCH, CONSULTANCY AND PUBLICATIONS

Ms. Janeth A. Malleo: BA-Economics (UDSM), MA -Economics (UDSM), PGD in Trade Policy and Trade Law (Trade Policy Training Centre in Africa).

HEADS OF UNITS-ACADEMIC DEPARTMENTS/UNITS

Head of Library Services

Ms. Christina C. Mwalubungo: BA-Library and Information Studies (TUDARCO), MA-Information Studies (UDSM).

Head of Admissions

Ms. Neema G.Nkalang'ango: BAEd (UDSM), MA-PA (Mzumbe University).

Head of Examinations

Mr. Humphrey D. Mwasongwe:BA -Information Studies (Tumaini University), MA-Information Studies (UDSM).

Head of Quality Assurance and Control

Dr. Annita A. Lugimbana: BAEd, MAEd, PhD-Ed (UDSM).

HEADS OF DEPARTMENTS UNDER THE DIRECTORATE OF PLANNING, FINANCE AND ADMINISTRATION

Head of Planning

Mr. Felix M. Wandwe: B.Com-Accounting (UDSM), MBA-F&B (Mzumbe University), MA-Security and Strategic Studies (National Defence College-NDC)

Dean of Students

Vacant

Warden

Mr. Godwin N. Tondi: Dipl Ed (Marangu TTC), BAEd (University of Arusha), MA-Ed-Administration, Planning and Policy Studies (Open University of Tanzania).

Chief Accountant (CA)

Ag. CPA. Juma A. Juma: BBA- Finance and Accounting (Zanzibar University).

Head of Information and Communication Technology Unit

Mr Winfrid M. Mapunda: Dip-Ed (Institute Adult Education), BAEd(UDSM), MSc-Information Systems Management (Salford University- UK).

Head of Human Resources Management and Administration Department

Mr. Juan Mkoka: Certificate in International Relations and Diplomacy (CFR); Dip-International Relations and Diplomacy (CFR), BAEd (St. John University, DSM), MA-Human Resources Planning and Development (Gul Gobind Singh-India).

Head of Procurement Management Unit (PMU)

Ag.Mr. Simon L. Simon: BA-Procurement and Logistics Management (Tanzania Institute of Accountancy).

Chief Internal Auditor (CIA)

Ag. CPA. Amasha E. Mwasyete: BA Accounting and Finance (SUA).

Head of Estate Department

Eng. Athuman N. Mashaka: BSc-Civil Engineering (UDSM).

ADMINISTRATIVE STAFF

HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT

Human Resource Officer I

Mr. Edward Fungameza: B. Com-Human Resources Management (UDOM), PGD-MFR (CFR)

Human Resource Officer II

Mr. Hamisi S. Legeza: BA-PA (UDOM), MBA - Human Resources Management (RUCU)

Principal Records Management Assistant

Ms. Tukae Aman: Cert-Records Management (TPSC, Dar es Salaam), Dip-Records Management (TPSC, Dar es Salaam).

Records Management Assistant

Mr. Brian M. Sengele: Cert-Records Management (TPSC, Tabora), Dip. in Records Management (TPSC, Tabora)

Ms. Ashura Zongo: Cert-Records Management (TPSC, Tabora), Dip. in Records Management (TPSC, Tabora)

Ms. Aziara H. Kijangwa: Cert-Records Management (TPSC, Dar), Dip. in Records Management (TPSC, Dar)

Office Management Secretary I

Ms. Victoria Daudi Chitanda: Cert in Secretarial Duties (TPSC, Dar), Dip. in Secretarial Duties (TPSC, Dar), BBA (Tumaini University).

Office Management Secretary II

Ms. Halima Sudi: Cert in Secretarial Duties (TPSC, Dar), Dip. in Secretarial Duties (TPSC, Dar).

Ms. Grace A. Mang'ati: Cert-Secretarial Duties (TPSC, Dar), Cert in International Relations and Diplomacy (CFR), Dip. in International Relations and Diplomacy (CFR).

ACCOUNTS AND FINANCE DEPARTMENT

Accountant I

CPA. Abdul L. Chilamula: Adv Dip.-Accountancy (IFM), MA in Accountancy and Finance (IFM).

Ms. Renalda E. Massam: Dip-Business Administration (CBE), B.COM - Accounting (UDSM), MBA-Finance (Birmingham University UK).

Ms. Esther C. Mkufya: Dip. -Business Administration (CBE), Adv.Dipl in Accountancy (TIA), PGD.in Accountancy (IAA).

Accountant II

CPA. Editha Mushi: BA Accounting (IFM).

ESTATES DEPARTMENT

Senior Technician

Mr. Maurice D. Mrope: Cert-Domestic Installation Grade I (VETA, Dar es Salaam).

Technician II

Mr. Erick B. Katan: Cert-Electrical Installation (DAKAWA- Morogoro).

DEAN OF STUDENTS DEPARTMENT

Warden II

Ms. Adventina Musiba: Cert-Ed. (Bunda Teaching College), BA Ed (St. John University).

PROCUREMENT AND SUPPLIES UNIT

Procurement and Supplies Officer, I

Mr. Herbert S. Koni: Cert-Storekeeping (NANM), Dip. in Materials Management (NANM),

Ms. Ruth M. Ngakuka: Cert- Higher Standard Store Management (TPSC), Adv Dip. in Procurement and Supplies (IPS), PGD. in Procurement and Logistics (IPS).

LIBRARY DEPARTMENT

Ms. Ndimbwa, T. BAEd (UDSM), PGDE-Management of Foreign Relations, (CFR), Masters-Information Studies (UDSM).

Ms. Mwalubungo, C, C. BA-Library and Information Studies (TURDACO), Masters in Information Studies (UDSM).

Ms. Massawe, S.P. BA in Library and information studies (TUDARCO).

Ms. Namala, A.M. Dipl in Library archives and documentation studies, BA-Library and information studies (TUDARCO), Masters-Library and Information Studies (UDSM).

Ms. Bikumbanyi, V, J. BA in Library and Information Studies (TUDARCO).

Ms. Buberwa A, J. C Certificate in library records and information studies (SLADS), Diploma in library and information studies (TPSC), BA in Library and Information studies (UDSM).

Mr. Nyingo B, D. Dip-IR (CFR), BAEd (OUT).

PRINCIPAL ADDRESSES

POSTAL ADDRESS	TELEPHONE	TELEFAX
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DEPUTY DIRECTOR-PLANNING, FINANCE AND ADMINISTRATION, P.O. BOX 2824, DAR ES SALAAM TANZANIA. EMAIL: dcfr@cfr.ac.tz website: www.cfr.ac.tz	+255222851007	+255222851007
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DEAN OF STUDENTS, P.O. BOX 2824, DAR ES SALAAM TANZANIA. EMAIL: dcfr@cfr.ac.tz Website: www.cfr.ac.tz	+255222851007	+255222851007

PART TWO

STUDENTS WELFARE

2.1 Introduction

Students' welfare and support important and critical functions at the Centre. Therefore, the Centre offers a wide range of support services that help to cultivate students' welfare and make sure that their presence at the Centre is a rewarding experience ranging from student's accommodation to career network as briefly indicated below. Students are encouraged to be proactive in all areas of the Centre's functions including studies and extra-curricular activities.

2.2 Canteen Services

There is a canteen at the campus which provides catering services on commercial basis. The Centre's management together with students' representatives from time-to-time conduct inspections of the catering area and services to ensure that the quality of the products on sale and the pertinent services are of acceptable standards.

2.3 Students' Organization

Students at the CFR have their own organisation called the Centre for Foreign Relations Students' Organization (CEFRESO) to which all students are members. All students' affairs and communications are channelled through this organ. As stipulated in the Constitution of the CEFRESO and the Students' Welfare Policy and Operational Procedures of 2019, among the major objectives of the organisation is to protect and promote students' interests in all aspects of their lives during their tenure at the Centre, and to provide for proper communication between the Centre's authorities and students while maintaining harmonious relations between students, academic and non-academic members of staff.

2.4 Library Services

The Library of the Centre for Foreign Relations was established concurrently with the establishment of the Centre in 1978. The establishment of this facility was part of the agreement between the governments of the United Republic of Tanzania and the Republic of Mozambique. The library is administratively under the directorate responsible for academic affairs and the head of this section area reports to the Deputy Director of Academics, Research and Consultancy.

The main role of the library is to provide information and reference materials to support teaching, learning and research functions of the Centre. In an effort to

actualize this main objective, the staff of the Library are also involved in research and consultancy. The library offers its information services through various units, namely Reader Services Unit, Technical Services Unit, Periodicals Services Unit, Acquisitions Unit and Electronic Resources.

The library has a collection of over 13,000 books, periodicals, journals and dissertations for reading reference. The main categories of these collections include General Collections with books that can be borrowed for 14 days (2 weeks) with the possibility of any such borrowed material being recalled after one week for access by other readers. The Special Reserve, Reference and Periodicals sections have resources which are of critical value and cannot, therefore be borrowed and taken outside the library.

The Library also provides on-online resources and services to whose providers the providers and include EBSCOHOST, EMERALD and RESEARCH 4LIFE. Further, the library offers free e-resources to include JSTOR, Oxford University Press, Royals society and Edward Elgar Publishing. The library enables its users through periodic training for effective use of available electronic resources, Email and internet.

Library Opening Hours

Semester Time

Monday-Saturday	08.00 hours to 20.00. hours
Sunday	14 hours to 20.00 hours

Vacation Time

Monday to Friday	08.00 hours to 15:30 hours
Saturdays and Sundays	Closed
Public Holidays	Closed

For full details of current library Rules and Regulations which are designed to create a conducive and comfortable learning environment for all library users, please read **Section VIII** of the CFR's students Bylaws in appendix 1 of this prospectus. The laws apply to any persons who is a student of the Centre.

2.5 CFR-Temps

CFR Temps are the students' part-time paid work mostly to facilitate meetings and conferences. This service unit selects students on class performance merit to undertake the paid work.

2.6 CFR-Careers Network

Career support is available to students in the form of professional development and career advice and guidance. It helps students to put together their curricula vitae (CVs) in order to make an impact on the would-be employer. The network also advises students on internship opportunities and search for courses that can help to develop their skills and foundations of future successful careers. The Centre and unit also run career events that provide opportunities for access to potential employers.

2.7 CFR-Alumni

All CFR's graduates are linked to the Centre through the CFR Alumni Organisation. The organization has the mission and objective of advertising and supporting the development of the Centre through financial and material resources provided by former graduates and their institutions for more efficient and effective teaching, learning and research.

2.8 Sports and games

The Centre does not have its own playing grounds but supports a range of sports such as soccer, netball, table tennis, jogging, chess and volleyball. The Centre for Foreign Relations Students' Organization (CEFRESO) periodically organizes sport events in which students participate. The students and staff from the Centre also participate in annual sports and games (SHIMUVITA) involving students from higher learning institutions in Tanzania.

2.9 Religious functions

The Centre provides full freedom of worship for everybody. Even so, students are not expected to distract other members of the community in their pursuit of academic engagements on the pretext of pursuing religious interests and worship.

PART THREE
COURSES OFFERED AT CERTIFICATE, DIPLOMA, BACHELOR
DEGREE AND POSTGRADUATE DIPLOMA LEVELS

3.1 Programmes Offered

The Centre for Foreign Relations offers various regular programmes and courses which follow the National Technical Awards (NTA) system, and short-term courses as well as tailor-made programmes aligned with stakeholder's demand. The regular programmes offered at the Centre include the following:

3.2 Programmes Under NTA System

These are Competence Based Education and Training (CBET) programmes accredited by the National Council for Technical Education (NACTE). The CBET philosophy and approach provides alignment of courses with the expectations and needs of society, a sector, a region, a community, or a company. CBET is reflected in clearly defined programme learning outcomes and supported by well-organized instructional and credentialing Systems. The learning outcomes are geared towards producing graduates that are well equipped with knowledge, skills, understanding and attitudes in a specified occupational line. The studying programmes offered by the Centre under this system are as follow:

3.2.1 Masters Degree Programme

- (i) MA Strategic Governance

3.2.2 Postgraduate Diploma Programmes

- (i) Postgraduate Diploma in Management of Foreign Relations (PGD-MFR);
- (ii) Postgraduate Diploma in Economic Diplomacy (PGD-ED);
- (iii) Postgraduate Diploma in Peace and Conflict Management (PGD-PCM);

3.2.3 Bachelor Degree/Higher Diploma in International Relations and Diplomacy

- (i) Bachelor's Degree in International Relations and Diplomacy
- (ii) Higher Diploma in International Relations and Diplomacy

3.2.4 Ordinary Diploma/Technician Certificate/ Programmes

- (i) Diploma in International Relations and Diplomacy (ODIRD)
- (i) Technician Certificate in International Relations and Diplomacy (TCIRD)

3.2.5 Certificate Programme

- (i) Basic Technician Certificate in International Relations and Diplomacy (BTCIRD)

3.3 Sensitization and short course programmes

The Centre conducts a number of short courses, sensitization and tailor-made programmes to suit clients' demands as indicated below:

3.3.1 Sensitization Programmes

- (i) Sensitization and Protocol Programmes for Ministers;
- (ii) Sensitization and Protocol Programmes for Regional Commissioners;
- (iii) Sensitization and Protocol Programmes for Permanent Secretaries;
- (iv) Sensitization and Protocol Programmes for Members of Parliament;
- (v) Protocol Programmes for Spouses and senior government officials; and
- (vi) Protocol and Public Relations Programmes for Personal Assistants to Ministers and Regional Commissioners.

3.3.2 Short Courses Programme

This programme is designed to provide participants with knowledge and soft skills in the areas of diplomacy, conflict resolution, security, writing skills, leadership, and governance skills. The courses under the programme include:

- (i) Protocol and Public Relations,
- (ii) Protocol and Etiquette,
- (iii) Business Negotiation,
- (iv) Cyber Security,
- (v) Conflict and Mediation Skills,
- (vi) Languages (French for beginners and Intermediate level; Arabic for beginners and Intermediate level, Kiswahili for Foreigners),
- (vii) Scholarly writing skills,
- (viii) Speech and Report Writing skills,
- (ix) Data Analysis skills,
- (x) International Security,
- (xi) Economic Diplomacy

PART FOUR

APPLICATION FOR AND ADMISSION PROCEDURES

4.1 Admission Enquiries

The Tanzania the Mozambique – Tanzania Centre for Foreign Relations (CFR) offers various certificate, diploma, and degree level programmes and short courses in the various aspects of international relations and cooperation. Information on programmes and courses offered can be found on the Centre’s website <https://cfr.ac.tz/>.

For more detailed information on admission procedures all interested individuals are kindly requested to contact the followings:

The Deputy Director, Academics, Research and Consultancy,
Centre for Foreign Relations (CFR),
P.O. Box 2824,
DAR ES SALAAM,
TANZANIA.

Tel: +255222851007
Mob: +255 737 825858
E-mail: admission@cfr.ac.tz
Website: www.cfr.ac.tz
Twitter: @DiplomasiaAdmi1

4.2 Application for Admission

ally new applicants intending to study at the Centre for Foreign Relations must submit a written application for admission. In order to gain admission an applicant must meet (a) the admission requirements as detailed below and (b) any programme specific entry requirements. An applicant whose admission to a programme has been approved will receive an offer of a place and, on acceptance of the offer may proceed to enroll in the specified courses.

4.3 Mode of Application

4.3.1 Applications for admission are submitted through the online Application System (OAS) available on the CFR website <http://212.71.252.209/oas-cfr/>.

4.4 Mode of Payment

All applicants who meet the NACTE minimum entry qualifications for Postgraduate Diploma programmes should submit their applications after paying the non-refundable statutory application fee of Tsh. 30,000/= for Tanzania and \$30 for non-Tanzanian and Tsh. 10,000/= for Tanzania and \$ 10 for non-Tanzanians applying for admission into the other levels of NTA, namely levels 4, 5, 6 and 7.

4.3 Admission Regulations

- 4.5.1 Applications which did not meet the minimum entry qualifications will not be processed.
- 4.5.2 It is an offense to submit false information when applying for admission. Applicants discovered to have submitted forged certificates or any other false information will not be considered and appropriate legal action will be taken against them.
- 4.5.3 New students are admitted in October and March every academic year;
- 4.5.4 All admitted students are expected to conform to the Centre's regulations;
- 4.5.5 The deadline for registration of new students is fourteen (14) days from the first day of the semester;
- 4.5.6 Students can be allowed to change courses under special circumstances two (2) weeks after commencement of studies;
- 4.5.7 Change of names shall be allowed during the course of studies and all students shall only be allowed to use the names appearing on their submitted certificates;
- 4.5.8 Students shall not be allowed to postpone studies after the effective commencement of an academic year except under special circumstances. Permission to postpone studies shall only be considered after producing satisfactory evidence of the reasons for the postponement including a written approval from the sponsor. Special circumstances shall include: (a) illness; (b) serious social problems (each to be treated on its own merit); and (c) severe sponsorship problems.
- 4.5.9 Re-admitted students will be required to pay new tuition fee as will be instructed.
- 4.5.10 Applicants with foreign certificates must provide equivalence translation during the submission of the application for admission.
- 4.5.11 Non-Tanzanian applicants must clear all immigration formalities prior to their arrival in the United Republic of Tanzania.

4.5.12 Besides regulations from this Prospectus, all admitted students shall also follow procedures and regulations prescribed in the CFR's Students' by Laws (see appendix 1).

4.5 Admission Requirements and Duration of Programmes

The following qualifications are recognized for minimum entry qualifications into the CFR programmes. Each programme has minimum entry requirements that can also be accessed through the Centre's website <https://cfr.ac.tz/>.

4.5.1 Basic Technician Certificate Programmes (NTA- Level 4)

S/N	Name of Programme	Entry Qualifications	Programme Duration
1	Basic Technician Certificate in International Relations and Diplomacy	<p><i>Category A: Direct Entry Qualification</i> Ordinary Certificate of Secondary Education Examination (CSEE) with at least FOUR passes, excluding passes in religious subjects.</p> <p><i>Category B: Equivalent Qualification</i> Equivalent qualifications of NTA Level Three from a recognised institution.</p>	1 year

4.5.2 Technician Certificate Programmes (NTA Level 5 and 6)

S/N	Name of Programme	Entry Qualifications	Programme Duration
1	Technician Certificate / Ordinary Diploma in International Relations and Diplomacy (TC IRD-NTA level 5&6)	<p><i>Category A: Direct Entry Qualifications</i> Certificate of Secondary Education Examination (CSEE), with ONE principal pass and ONE subsidiary obtained at the same sitting and Certificate of Secondary Education (CSEE) with credit passes in THREE subjects.</p> <p><i>Category B: Equivalent Qualifications</i> Basic Technician Certificate (NTA level 4) from any institution recognized by NACTE with at least a second class or an average of B and above.</p>	2 years

4.5.3 Bachelor's Degree Programmes (NTA Level 7-8)

S/N	Name of Programme	Entry Qualifications	Programme Duration
1	Higher Diploma / (NTA Level 7) Bachelor Degree in International Relations and Diplomacy (NTA Level 8)	<p><i>Category A: Direct Entry</i> An applicant must have a Certificate of Advanced Secondary Education Examination (ACSEE), with TWO principal level passes (4.0 points) excluding religious subjects and a Certificate of Secondary Education (CSE) with credit passes in THREE subjects.</p> <p><i>Category B: Equivalent Qualifications</i> A candidate must possess an Ordinary Diploma in International Relations and Diplomacy, (NTA Level 6) or related field from any institution recognized by NACTE with at least a SECOND class or a GPA of 3.0 and above.</p>	2 years
	Bachelor Degree IN International Relations and Diplomacy	<p><i>Direct Entry</i> A candidate who successful completed Higher Diploma in International Relations and Diplomacy is legible to continue with a Bachelor Degree in International Relations and Diplomacy (NTA level 8).</p>	1 year

4.5.4 Postgraduate Diploma Programmes

S/N	Name of Programme	Entry Qualifications	Programme Duration
1	Postgraduate Diploma in Management of Foreign Relations	<p><i>Category A: Direct Entry</i> First degree or its equivalent from a recognized institution with a GPA of not less than 2.0; or</p> <p><i>Category B: Equivalent Qualifications</i> Advanced Diploma from a recognized institution with not less than a 'B' grade;</p>	1 year
		<p><i>Category A: Direct Entry</i> First degree or its equivalent from a recognized institution with a GPA of not less than 2.0; or</p> <p><i>Category B: Equivalent Qualifications</i> Advanced Diploma from a recognized institution of not less than a 'B' grade average.</p>	
3		<i>Category A: Direct Entry</i>	1 year

	Postgraduate Diploma in Peace and Conflict Management	(i) First degree or its equivalent from a recognized institution with a GPA of not less than 2.0; or ii) Advanced Diploma from a recognized institution of not less than a 'B' grade average.	
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4.5.5 Master's Degree Programmes

S/N	Name of Programme	Entry Qualifications	Programme Duration
1	Master's Degree in Strategic Governance	<p><i>Category A: Direct Entry</i> First degree or its equivalent from a recognized institution with a GPA of not less than 2.7; or</p> <p><i>Category B: Equivalent Qualifications</i> Advanced Diploma of not less than a 'B' grade average from a recognized institution.</p> <p>NB: Additional requirements may be required, such as proficiency in the English language</p>	2 Years

4.5.6 Short courses Programmes

S/N	Name of Programme	Entry Qualifications	Programme Duration
1	Sensitization and Protocol tailor made courses for: (i) Ministers; (ii) Regional Commissioners (iii) Permanent Secretaries (iv) Member of Parliament (v) Spouses and Senior Government Officials; (vi) Personal Assistants to Ministers and Regional Commissioners	These courses are offered by the Centre after receiving a specific training request from the Government or specific Ministry. Entry qualifications for this course is a certificate the Certificate of Secondary Education and above.	1-2 weeks

4.5.7 Short Course Programmes

S/N	Name of Course	Entry Qualifications	Programme Duration
1	Short tailor-made course in the following areas: (i) Protocol and Public Relations,	These courses are offered by the Centre after receiving a training request from Individuals,	1-2 weeks

<ul style="list-style-type: none"> (ii) Protocol and Etiquette, (iii) Business Negotiation, (iv) Cyber Security, (v) Conflict and Mediation Skills, (vi) Languages (French for beginners and Intermediate level. Arabic for beginners and Intermediate level, Kiswahili for Foreigners), (vii) Scholarly writing skills, (viii) Speech and Report Writing skills, (ix) Data Analysis skills, (x) International Security, (xi) Economic Diplomacy 	<p>Government, Ministry, or NGOs. Entry qualifications for this course is a certificate of Secondary Education or above.</p>	
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4.6 Registration Requirements

4.6.1 During registration for a course or programme every student must produce and submit the following documents:

- (i) The letter of admission and the joining instructions sent to him/her,
- (ii) A dully filled acceptance form to observe and abide by the Centre’s Rules and Regulations;
- (iii) A medical examination form dully filled by a recognized medical doctor;
- (iv) All original Academic Certificates, Academic Transcripts, birth certificate, financial receipts for the money paid or bank slip of the money paid to the Centre through the designated bank accounts;
- (v) Two recent passport size photographs taken in less than six months.

4.6.2 Applicants with foreign certificates must obtain and attach authenticated equivalent translations. The translation can be obtained from the National Examinations Council of Tanzania (NECTA) for form Four and Six certificate holders; National Council for Technical Education (NACTE) for Ordinary Diploma and Certificates and Tanzania Commission for Universities (TCU) for Degrees. The translation can be obtained through online from the relevant authorities. It should be clearly understood that the responsibility and cost of obtaining equivalent translations for foreign certificates is solely vested on the applicants. The CFR is not responsible in any way for that process. Any application with foreign certificates attached

without equivalent translation according to Tanzania standards will not be processed.

4.6.3 Names; Applicants must use their names as they appear in their Form Four certificates.

4.6.4 The duration of the registration process for first year applicants selected to pursue long term courses is the first two weeks of the academic year after the registered applicants have paid the prescribed fees. Specifically, the deadline for registration for first year students is two weeks from the first day of the orientation week, while for continuing students it is the Friday of the second week after the beginning of First Semester session of the respective academic years.

4.6.5 A student who fails to register within the specified time period will lose the studentship status and will be discontinued from studies. Every student shall report at the Centre at the beginning of the semester and on the date specified by the Centre. A student who fails to report within fourteen (14) days from the prescribed date shall lose the admission status.

4.7 Postponement of Studies

4.7.1 Students may request to postpone studies through a written application to the Deputy Director, Academics, Research and Consultancy. Such request shall be accompanied by supporting documents,

4.7.2 A student who postpones studies must receive a written permission from the relevant authority,

4.7.3 The reasons that may be considered in granting permission to such a request include the following

- (i) Illness that is supported by a medical certificate from a recognized medical institution,
- (ii) Fee payment related problems,
- (iii) Any other reasonable grounds(s) supported by sufficient evidence provided that each case is considered on its own merits.

4.7.4 If the programme postponement decision is granted, the approval letter pertaining shall show the time when the student is supposed to resume studies.

4.7.5 A candidate shall not be allowed to sit for any examination(s) during the academic year for which he/she has postponed studies.

4.8 Rules and Regulations of Studying at the CFR

4.8.1 Upon being registered as a bonafide student at the Centre, each student is required to obtain, read and understand the rules and regulations of the Centre as described in this prospectus and Centre's By-Laws. The rules and regulations are but not limited to the following:

- a) Conditions for Government sponsorship (in the case of Government sponsored students or Higher Education Students' Loans Board);
- b) Students' by-Laws regulating the general welfare, conduct and discipline of each student of the Centre;
- c) Examinations rules and regulations which regulate academic conduct at the Centre;
- d) Constitution of the CFR Students' and relating Organizations,
- e) CFR's Field Work Training Regulations;
- f) CFR's Library Regulations; and
- g) Any other regulations that may be issued by the Centre from time to time.

PART FIVE BURSARIES AND FEES

5.1 Terms and Conditions

At the beginning of every academic year, all students of the CFR will be required to meet their financial obligations to the Centre before they can be registered for their chosen programme of study. It is therefore, prohibited for any student to use any of the facilities of the Centre or to attend classes before paying all the required fees.

The CFR reserves the right to change or modify the rates of fees, as the need arises. Information on fees applicable for any given year is obtainable from the office of the Registrar. It is the responsibility of every student to ensure that all fees and other costs due to the Centre are remitted in time. Fees once paid are non-refundable.

5.2 Application, Tuition and Other Fees

The non-refundable application fees of Tsh 30,000/= for Tanzanians, and US\$30 for non-Tanzanians shall be paid to enable an applicant to seek admission into the CFR programmes. This fee rate is applicable to any Postgraduate Course, and Tsh 10,000/= non-refundable fees shall be paid by applicants seeking admission into Certificate, Ordinary Diploma and Bachelor Degree programmes.

5.3 Payment of Tuition and Registration Fees

Every admitted student shall be expected and required to pay a **registration fee** before she/he can be permitted to use any of the Centre's facilities or to attend classes.

Students may pay tuition fee in four (4) installments. Such payments shall be made during the 3rd and 8th week of each semester. Failure to pay the two instalments by the 8th week of each semester will lead to missing end of semester examinations. The amount to be paid for each instalment is as indicated in Table 1 and 2 by level of study.

The Table below provides indicative fees for the different disciplines. The amount for each semester/ year depends on the number of course units a student has enrolled for. The fee structure for the different programmes shall be as stipulated in Table 1 and 2 depending on the level of study and student's citizenship.

Fee Structure in Tanzania Currency for Certificate and Diploma Level Programmes:NTA Level 4-5

INSTALMENTS	ITEM	PROGRAMMES		
		NTA 4	NTA 5	NTA 6
1st INSTALMENT	Tuition Fees	252,000	252,000	252,000
	Other Contributions			
	Registration fee	30,000	40,000	40,000
	Graduation fees	50,000	50,000	50,000
	Student's ID	20,000	20,000	20,000
	NACTE QA Fees	15,000	15,000	15,000
	Library use fees	20,000	20,000	20,000
	Student's Union fees	10,000	10,000	10,000
	Caution Money	30,000	30,000	30,000
	Sports and Games	20,000	20,000	20,000
	Sub Total	195,000	205,000	205,000
	TOTAL	447,000	457,000	457,000
	Non-Tanzanians in USD	447	457	457
2nd INSTALMENT	Tuition Fees	252,000	252,000	252,000
	Other Payments	N/A	N/A	N/A
	Non-Tanzanians USD	252	252	252
3rd INSTALMENT	Tuition Fees in Tshs	252,000	252,000	252,000
	Other Contributions	N/A	N/A	N/A
	NON-TANZANIANS USD	252	252	252
4th INSTALMENT	Tuition Fees	252,000	252,000	252,000
	Other Payments Tshs.	N/A	N/A	N/A
	NON-TANZANIANS in USD			

Fee Structure for Bachelor and Master's Degree Programmes-NTA Level 7-8

INSTALMENTS	ITEM	PROGRAMMES			
		BACHELOR DEGREE		POSTGRADUATE	
1st INSTALMENT		NTA 7 (YR I)	NTA 7 (YR II)	NTA 8	MFR/ED/ PCM
	Tuition Fees Tshs	360,000	360,000	360,000	575,000
	Other Contributions	N/A	N/A	N/A	N/A
	Registration fee	50,000	50,000	50,000	50,000.00
	Graduation Cost	N/A	50,000	50,000	50,000.00
	Student's ID	20,000	20,000	50,000	20,000.00

	NACTE QA Fee	20,000	20,000	20,000	N/A
	Library	20,000	20,000	20,000	20,000.00
	Student's Union	10,000	10,000	20,000	10,000.00
	Caution Money	30,000	30,000	10,000	30,000.00
	Sports and Games	20,000	20,000	30,000	20,000.00
	Total Tshs.	170,000	220,000	220,000	200,000.00
	TOTAL	530,000	580,000	580,000	775,000
2nd INSTALMENT	Non-Tanzanians in USD	350	580	580	775
	Tuition Fees	360,000	360,000	360,000	575,000
	Other Payments	N/A	N/A	N/A	N/A
	Non-Tanzanians in USD	360	360	360	575
3rd INSTALMENT	Tuition Fees	360,000	360,000	360,000	575,000
	Other Payments	N/A	N/A	N/A	N/A
	Non-Tanzanians in USD	360	360	360	575
4th INSTALMENT	Tuition Fees Tshs	360,000	360,000	360,000	575,000
	Other Payments	N/A	N/A	N/A	N/A
	Non-Tanzanians in USD	360	360	360	575

5.4 Fee Structure for the Academic Year 2020/2021 for Tanzanian Citizens

Students admitted and offered a place in a course or study programme at the CFR will need to pay fees at the beginning of every academic year. The fee structure for academic year of 2020/2021 is as stipulated in the Table below for different levels of studies and applicable to Tanzanian and non-Tanzanian citizens.

Fees Structure Applicable to Tanzanians at Certificate and Diploma Programmes

FEES IN TSHS PAYABLE TO THE CENTRE			
	CERTIFICATE	DIPLOMA	
TYPE OF FEE	NTA 4	NTA 5	NTA 6
REGISTRATION FEES	30,000.00	40,000.00	40,000.00
GRADUATION FEES	50,000.00	50,000.00	50,000.00
STUDENT'S ID	20,000.00	20,000.00	20,000.00
NACTE QA FEES	15,000.00	15,000.00	15,000.00
LIBRARY USE FEES	20,000.00	20,000.00	20,000.00
STUDENT'S UNION FEES	10,000.00	10,000.00	10,000.00
CAUTION MONEY	30,000.00	30,000.00	30,000.00
SPORTS AND GAMES	20,000.00	20,000.00	20,000.00
Total registration fee	195,000.00	205,000.00	205,000.00
TUITION FEES	1,010,000.00	1,010,000.00	1,010,000.00
TOTAL FEES	1,205,000.00	1,215,000.00	1,215,000.00

Fees Structure Applicable to Tanzanians for Bachelor and Postgraduate Programmes

FEES IN TSHS PAYABLE TO THE CENTRE				
TYPE OF FEE	BACHELORS DEGREE			POSTGRADUATE
LEVELS	NTA 7 (YR I)	NTA 7 (YR II)	NTA 8	MFR/ED/PCM
REGISTRATION FEE	50,000.00	50,000.00	50,000.00	50,000.00
GRADUATION FEES	N/A	50,000.00	50,000.00	50,000.00
STUDENT'S ID	20,000.00	20,000.00	20,000.00	20,000.00
NACTE QA FEES	20,000.00	20,000.00	20,000.00	N/A
LIBRARY USE FEES	20,000.00	20,000.00	20,000.00	20,000.00
STUDENT'S UNION	10,000.00	10,000.00	10,000.00	10,000.00
CAUTION MONEY	30,000.00	30,000.00	30,000.00	30,000.00
SPORTS AND GAMES	20,000.00	20,000.00	20,000.00	20,000.00
Total registration fee	170,000.00	220,000.00	220,000.00	200,000.00
TUITION FEES	1,440,000.00	1,440,000.00	1,440,000.00	2,300,000.00
TOTAL	1,610,000.00	1,660,000.00	1,660,000.00	2,500,000.00

5.5 Fee Structure in USD for Non-Tanzanian Students

The following table shows the fees payable by non-Tanzania citizens at certificate and diploma levels.

Fees Structure for non-citizens at Certificate and Diploma Programmes

FEES IN USD PAYABLE TO THE CENTRE			
REGISTRATION FEE	CERTIFICATE	DIPLOMA	
TYPE OF FEE	NTA 4	NTA 5	NTA 6
REGISTRATION FEES	30.00	40.00	40.00
GRADUATION FEES	50.00	50.00	50.00
STUDENT'S ID	20.00	20.00	20.00
NACTE QA FEES	15.00	15.00	15.00
LIBRARY USE FEES	20.00	20.00	20.00
STUDENT'S UNION	10.00	10.00	10.00
CAUTION MONEY	30.00	30.00	30.00
SPORTS AND GAMES	20.00	20.00	20.00
TOTAL REGISTRATION FEES	195.00	205.00	205.00
TUITION FEES	1,010.00	1,010.00	1,010.00
TOTAL FEES	1,205.00	1,215.00	1,215.00

Fees for Bachelor and Postgraduate Programmes payable by Non-Tanzanians

FEES IN USD PAYABLE TO THE CENTRE				
REGISTRATION FEE	BACHELORS DEGREE			POSTGRADUATE
TYPE OF FEE	NTA 7 (YR I)	NTA 7 (YR II)	NTA 8	MFR/ED/PCM
REGISTRATION FEES	50.00	50.00	50.00	50.00
GRADUATION FEES	N/A	50.00	50.00	50.00
STUDENT'S ID	20.00	20.00	20.00	20.00
NACTE QA FEE	20.00	20.00	20.00	N/A
LIBRARY USE FEES	20.00	20.00	20.00	20.00
STUDENT'S UNION	10.00	10.00	10.00	10.00
CAUTION MONEY	30.00	30.00	30.00	30.00
SPORTS AND GAMES	20.00	20.00	20.00	20.00
Total registration fee	170.00	220.00	220.00	200.00
Tuition fee	1,440.00	1,440.00	1,440.00	2,300.00
TOTAL FEES	1,610.00	3,270.00	1,660.00	2,500.00

5.6 Direct Student's Costs Payable by Sponsors

There are costs that sponsors may pay directly to students but which are meant to enable the payee to undertake their studies successfully. The following table provides the indicative costs:

Direct Student's Costs in Tanzania currency for Certificate and Diploma Programmes

PAYMENT CATEGORY	CERTIFICATE	DIPLOMA	
	NTA 4	NTA 5	NTA 6
STATIONERY	200,000.00	200,000.00	200,000.00
BOOKS	300,000.00	300,000.00	300,000.00
MEALS & ACCOMODATION	2,737,500.00	2,737,500.00	2,737,500.00
STIPEND	500,000.00	500,000.00	500,000.00
FIELD WORK	-	-	590,000.00
RESEARCH PRODUCTION	-	-	-
TOTAL	3,737,500.00	3,737,500.00	4,327,500.00

Direct Student's Costs for Bachelor and Postgraduate Programmes

PAYMENT CATEGORY	BACHELOR DEGREE			POSTGRADUATE
	1 st YEAR	2 nd YEAR	3 rd YEAR	
STATIONERY	200,000.00	200,000.00	200,000.00	200,000.00
BOOKS	300,000.00	300,000.00	300,000.00	300,000.00
MEALS & ACCOMODATION	2,737,500.00	2,737,500.00	2,737,500.00	2,737,500.00
STIPEND	750,000.00	750,000.00	750,000.00	-
FIELDWORK	-	590,000.00	-	-
RESEARCH PRODUCTION	-	-	500,000.00	500,000.00
TOTAL	3,987,500.00	4,577,500.00	4,487,500.00	3,737,500.00

**** MEALS AND ACCOMODATION: TSH. 7,500 per day for 365 DAYS**

5.7 Payment Methods

5.7.1 The Candidates should obtain the control number through the Centre's website which is www.cfr.ac.tz, and all fee payments should be made in any of the following bank branches (Name of Account-Centre for Foreign Relations: **NMB BANK; CRDB BANK; and PBZ BANK**)

5.7.2 Payment of registration fee, tuition fee and NHIF, requires a different

CONTROL NUMBERS which should be generated by students themselves from the Centre's website www.cfr.ac.tz on a link "Online Payments" or as assisted by the Centre for Foreign Relations' Accounts Office. The registration fee must be paid before the candidate enters in the class

5.8 Terms and Conditions for statutory and other payments

5.8.1 Students shall register with the NHIF for health service by paying Tshs. 50,400/= directly to who? during the first week of orientation;

5.8.2 Non-Tanzanian students shall pay tuition fees in US Dollars;

5.8.3 Sponsors shall pay their students' allowances directly to the concerned students;

5.8.4 Sponsors shall pay dissertation expenses directly to concerned students, after the relevant Centre organs have approved the students' research proposals;

5.8.5 Students shall arrange with their sponsors for allowances to be paid directly to them. The Centre shall not be responsible for the administration of such students' allowances;

5.8.6 Students Union fees shall be payable to the CFR Students' Union;

5.8.7 Student' allowances are only indicative. Students may negotiate rates and modes of payments with their sponsors.

5.9 Payment Deadlines

5.9.1 The deadlines for tuition fee payment for all levels of study at the Centre are as follows:

1st Instalment – by 5th week of the first semester

2nd Instalment- by 11th week of the first semester

3rd Instalment– by 5th week of the second semester

4th Instalment - by 11th week of the second semester

PART SIX

COURSES OFFERED BY DIFFERENT DEPARTMENTS

6.1 Introduction

The Centre for Foreign Relations (CFR) has five academics related departments namely” International Relations and Diplomacy; Economic Diplomacy; Strategic Studies; Language and Communication Skills; and Department of Research, Publication, Short course and Consultancy. Administratively, these departments are under the Deputy Director for Academics, Research and Consultancy and each is headed by a head of Department. These departments offer the following programmes:

6.2 DEPARTMENT OF INTERNATIONAL RELATIONS AND DIPLOMACY

The Department of International Relations and Diplomacy caters for various areas of research and consultancy relating to international relations and diplomacy. It oversees and regulates socio-economic and political needs in training, research and consultancy. It also offers professional services to governments, international and private organizations. The Department has adequate human resource expertise to produce proactive and reactive professionals that can respond to contemporary and emerging socio-economic and political changes within the Africa region and beyond.

The Department offers undergraduate, post graduate and short course programmes for problem identification, problem solving knowledge, skills and attitudes. The Department programmes are spread in six levels which are NTA Level 4, NTA Level 5, NTA Level 6, NTA Level 7, NTA Level 8 and PGD.

The modules in the different programmes are classified according to core and fundamental/supportive modules. Fundamental or supportive modules provide a range of skills, knowledge and principles appropriate to a graduate in the specific field of study. The modules contribute to the effective study of the main theme of the programme. The fundamental modules provide a viable foundation for further studies and lifelong learning. Core modules on the other hand, provide the development of the main theme of the Programme. They broadly represent the main areas of activity. These modules are taught together with fundamental modules so as to ensure that students gain an appreciation of the nature and complexities of real life in International Relations and Diplomacy. In order to achieve an integration of these modules there will be considerable use of lectures,

simulation and assignments. In addition, basic case studies will be used in the modules.

6.2.1 Basic Technician Certificate in International Relations and Diplomacy (NTA- Level 4)

This is a one-year programme which aims at enabling graduates to apply elementary knowledge and skills in International Relations and Diplomacy at work places. The graduates normally work under a close supervision of qualified professionals in various public, private, Non-governmental Organizations (NGOs). The course comprises ten (10) modules with 120 credits spread in one academic year of two semesters:

First Semester Module

Code	Module	Classification	Credits
IRT04101	Basics of International Relations	Core	14
IRT04103	Elements of Diplomacy	Core	14
IRT04104	Fundamentals of Protocol and Etiquette	Core	11
IRT04107	Basics of Economics	Fundamental/Supportive	12
IRT04110	Basic Communication Skills	Fundamental/Supportive	12

Second Semester Modules

Code	Module	Classification	Credits
IRT04202	International Relations Approaches	Core	14
IRT04205	Basic Consular Practices	Core	10
IRT04206	Political Economy	Core	13
IRT04208	African Studies	Fundamental/Supportive	10
IRT04209	Conflicts and Security Studies	Fundamental/Supportive	10

6.2.2 Technician Certificate in International Relations and Diplomacy (NTA Level 5)

This is a one-year programme which aims at enabling graduates to apply fundamental knowledge and skills in International Relations and Diplomacy at work places. The graduates can work independently under the supervision of qualified professionals in various public, private and Non-Governmental Organizations (NGOs). This programme comprises fourteen (14) modules with 120 Credits spread over one academic year of two semesters.

First Semester Modules

Code	Module	Classification	Credits
IRT05101	International Relations: Issues and Practices	Core	11
IRT05104	Diplomatic Relations Practices	Core	11
IRT05106	Public International Law	Core	9
IRT05107	English Language Skills	Core	9
IRT05110	Computer Skills	Fundamental/Supportive	8
IRT05112	Principles of Economics	Fundamental/Supportive	8
IRT05114	Life Skills	Fundamental/Supportive	7

Second Semester Modules

Code	Module	Classification	Credits
IRT05202	Tanzania Foreign Policy	Core	9
IRT05203	Conference Diplomacy	Core	9
IRT05205	Tanzania National Profile	Core	7
IRT05208	Conflict Resolution	Fundamental/Supportive	11
IRT05209	Foreign Language Skills (See part 7 and select one Foreign Language)	Fundamental/Supportive	7
IRT05211	Entrepreneurship	Fundamental/Supportive	6
IRT05213	Economic Diplomacy	Fundamental/Supportive	8

6.2.2.1 Exit Award

A candidate who successfully completes the course leading to the Technician Certificate in International Relations and Diplomacy (TCIRD) and opts to exit the programme will be awarded a Technician Certificate in International Relations and Diplomacy (TCIRD).

6.2.3 Ordinary Diploma in International Relations and Diplomacy (NTA Level 6)

This is a one-year programme which aims at enabling graduates to apply fundamental knowledge, principles and skills in International Relations and Diplomacy at work places. The graduates can work independently under the supervision of qualified professionals in various public, private and Non-Governmental Organizations (NGOs). This programme comprises 11 modules with 130 credits spread over one academic year of two semesters.

First Semester Modules

Code	Module	Classification	Credits
IRT06101	Consular Practices and Diplomatic Visits	Core	14
IRT 06104	Research Methodology	Core	10
IRT 06103	Diplomatic Correspondence	Core	9
IRT 06105	Foreign Language (Continuation of Selected Foreign Language from NTA 5)	Fundamental/Supportive	8
IRT 06106	National Interests	Fundamental/Supportive	6
IRT 06107	Business and Management Practices	Fundamental/Supportive	9
IRT 06108	Trade and Investment Promotion	Fundamental/Supportive	10

Second Semester Modules

Code	Module	Classification	Credits
IRT 06202	Foreign Relations Management	Core	14
IRT 06210	Field Practical Training	Core	30
IRT 06211	Field Paper	Core	10
IRT 06208	Commercial Diplomacy and International Business	Fundamental/Supportive	10

NOTE: Field Practical Training will be conducted in the first 8 weeks and the Field Paper will be written immediately thereafter. For more information regarding procedures and regulations of the module go to part fourteen. The two remaining modules will run in the last 7 weeks of the second semester.

6.2.4 Higher Diploma and Bachelor Degree in International Relations and Diplomacy (NTA LEVEL 7 and 8)

These qualifications aim at producing skilled and competent diplomats; negotiators and protocol officers prepared to undertake responsibilities in the field of International Relations and Diplomacy both in Tanzania and globally. The graduates can work independently under the supervision of qualified professionals in various public, private and Non-Governmental Organizations (NGOs).

6.2.5 Higher Diploma in International Relations and Diplomacy (NTA Level 7)

This programme is made up of 21 modules with a total of 230 credits spread over two academic years and distributed across four semesters as follows:

First Semester Modules

Code	Module	Classification	Credits
IRU07102	Introduction to Protocol and Etiquette	Core	11
IRU07104	Introduction to International Relations	Core	12
IRU 07107	Computer Skills	Core	8
IRU07101	Life Skills	Fundamental/Supportive	8
IRU07103	Micro-Economics	Fundamental/Supportive	7
IRU07105	Foreign Language for Beginners Level (See part 7 and select one Foreign Language)	Fundamental/Supportive	10
IRU 07106	Communication Skills	Fundamental/Supportive	10

Second Semester Modules

Code	Module	Classification	Credits
IRU07208	Multilateral Conferences Diplomacy	Core	10
IRU07212	International Organizations	Core	11
IRU 07211	Foreign Language Intermediate Level (Continuation of selected Foreign Language from first semester)	Fundamental/Supportive	10
IRU07209	Approaches to International Peace and Security	Fundamental/Supportive	9
IRU07210	Macro-Economics	Fundamental/Supportive	7
IRU07213	Entrepreneurship	Fundamental/Supportive	8

Third Semester Modules

Code	Module	Classification	Credits
IRU07313	Contemporary Issues in International Relations	Core	10
IRU07316	International Political Economy	Core	11
IRU07318	Practical Training	Core	10
IRU07315	International Economics	Fundamental/Supportive	7
IRU07317	Research Methodology	Fundamental/Supportive	10
IRU07319	Foreign Language Advanced Level (Continuation of selected foreign language from first semester)	Fundamental/Supportive	11

Fourth Semester Modules

Code	Module	Classification	Credits
IRU07420	Field Placement	Core	40
IRU07421	Field Project	Core	20

NOTE: Field Placement will be conducted in the first 12 weeks while the Field Project/Paper will be written in the remaining 2 weeks of the fourth semester. For more information regarding procedures and regulations of the module go to part fourteen.

6.2.5.1 Exit Award for HDIRD

A candidate who successfully completes the courses leading to the Higher Diploma in International Relations and Diplomacy (HDIRD) and opts out of the programme will be awarded a Higher Diploma in International Relations and Diplomacy (HDIRD).

6.2.6 Bachelor Degree in International Relations and Diplomacy (NTA Level 8)

The Bachelor Degree in International Relations and Diplomacy (BDIRD) programme comprises a minimum total of 12 modules which constitute a total of 120 credits that are spread over two semesters in one academic year. Upon successful completion of the BDIRD programme, the candidate will be awarded a Bachelors degree in International Relations and Diplomacy.

First Semester Modules

Code	Module	Classification	Credits
IRU 08101	Specialized Protocol	Core	12
IRU 08102	International Law Practices	Core	10
IRU 08103	Conflict Resolution	Core	10
IRU 08106	Research Paper	Core	8
IRU 08107	Economic Diplomacy	Fundamental/Supportive	8
IRU 08110	International Strategic Relations	Fundamental/Supportive	8

Second Semester Modules

Code	Module	Classification	Credits
IRU 08204	African International Relations and Diplomacy	Core	10
IRU 08205	Leadership Skills and Management of International Organizations	Core	12
IRU 08209	Foreign Mission Management	Core	12
IRU 08211	Foreign Policy	Core	10
IRU 08208	Trade and Investment Facilitation	Fundamental/Supportive	8
IRU 08212	International Negotiations	Fundamental/Supportive	12

6.2.7 Postgraduate Diploma in Management of Foreign Relations (PGD-MFR)

This is a nine months' programme which aims at enabling graduates to acquire higher professional knowledge and skills in International Relations and Diplomacy and to apply such knowledge and skills in work places. Graduates can handle complex and emerging problems related to diplomacy in the community. This programme comprises 15 modules with 45 credits spread over one academic year of two semesters.

Module Summary

SN	Code	Module title
1	MFR 5211	International Relations Issues
2	MFR 5212	Diplomatic and Consular Practices
3	MFR 5213	Conflict Resolution
4	MFR 5214	Diplomatic Communication
5	MFR 5215	Protocol and Etiquette
6	MFR 5216	Economic Diplomacy
7	MFR 5217	Research Methodology
8	MFR 5218	Foreign Languages Beginners Level
9	MFR 5221	Research Proposal
10	MFR 5222	Negotiation
11	MFR 5223	Public International Law
12	MFR 5224	Tanzania Foreign Policy and Diplomacy
13	MFR 5225	Global Governance
14	MFR 5226	Regional Integration
15	MFR 5227	Foreign Languages Intermediate Level

The distribution of modules in the semesters is as follows:

First Semester Modules

Code	Module	Classification	Credits
MFR 5211	International Relations Issues	Core	11
MFR 5212	Diplomatic and Consular Practices	Core	8
MFR 5213	Conflict Resolution	Core	9
MFR 5214	Diplomatic Communication	Fundamental/Supportive	8
MFR 5215	Protocol and Etiquette	Core	9
MFR 5216	Economic Diplomacy	Core	11
MFR 5217	Research Methodology	Core	8
MFR 5217	Foreign Languages Beginners Level	Fundamental/Supportive	5

Second Semester Modules

Code	Module	Classification	Credits
MFR 5221	Research Proposal	Core	6
MFR 5222	Negotiation Skills	Core	9
MFR 5223	Public International Law	Core	9
MFR 5224	Tanzania Foreign Policy and Diplomacy	Core	9
MFR 5225	Global Governance	Fundamental/Supportive	8
MFR 5226	Regional Integration	Fundamental/Supportive	9
MFR 5227	Foreign Languages Intermediate Level	Fundamental/Supportive	5

DEPARTMENT STAFF MEMBERS

Head of Department

Mr. Lenny M. Mwijarubi:, BA-Political Science (University of Pretoria), PGD - Management of Foreign Services (CFR), MA -Political Science (UDSM).*

Lecturer

Dr. Lucy Shule: BA-PsPA, MA-PsPA (UDSM), PhD in Political Science) (Newcastle University) ***

Assistant Lecturer

Mr. Lenny M. Mwijarubi: BA-Political Science (University of Pretoria), PGD - Management of Foreign Services (CFR), MA (Political Science) (UDSM)**

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Mr. Innocent Shoo: BA in Public Relations & Media Management, MA in Public Relations and Media Management (Cavindish University)

Mr. Israel N. Sosthenes: Adv in Labour Studies (ISW), PGD - Mgt of Foreign Relations) (CFR), PGD - Law Mediation and Arbitration) Institute of Social Work, LL.M-International Human Rights Law (Ruaha University College) **

Ms. Mayasa Hamad: BA-PsPA (UDSM), MA-Diplomacy, Law and Global Change (Coventry University).

Mr. David J. Luheja: BA- History and Political Science (UDSM), MA-PsPA (UDSM)**

Mr. Deus Kibamba: BA (Arts) (UDSM), PGD (Constitution Building in Africa) Central European University Budapest, MA (International Studies) Sheffield University.

Ms. Kulwa Mgawe: BA-PsPA (UDOM), MA in PsPA (UDSM)

Ms. Rose P. Sanga: BA- (Political Science & Language), MA in International Trade (UDSM).

Ms. Simwana Said: BA-PsPA (UDSM), MA-PsPA (UDSM), MA-Human Rights and Conflict Management (St. Anna Pisa University) **

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Tutorial Assistant

MS. Bertha Mturi: BSS (IR) North West University, PGD - Management of Foreign Services (CFR)

Mr. Abraham O. Ng'eni: BA-PsPA (UDSM)

Ms. Latifa Omary: PGD-Management of Foreign Relations (CFR), BA-IR (UDOM)

Mr. Rashid Ngaja: BA-IR (UDOM)

*** *On Leave of Absence/Secondment*

PART SEVEN
DEPARTMENT OF ECONOMIC DIPLOMACY

7.1 Introduction

The Department of Economic Diplomacy (DED) caters for the economic development of Tanzania and other countries in the East Africa, SADC and Africa regions. It offers training, research and consultancy in economic diplomacy, international trade and international finance. The department has a good track record of producing both proactive and reactive professionals who can respond to emerging economic changes facing the world today. The department aims at promoting regional economic productivity and competitiveness by attracting investment and creating favourable trade environments in the world. The department offers a Postgraduate Diploma Programme in Economic Diplomacy.

7.2 Postgraduate Diploma in Economic Diplomacy (PDG-ED)

This is a nine months' programme run in two semesters. The programme aims at enabling graduates to acquire higher professional knowledge and skills in economic diplomacy, international trade and international finance. At the end of the programme, graduates can handle complex and emerging international economic and diplomatic problems. This programme consists of 12 modules with 36 credits. The table below shows the distribution of the modules and credits per semester.

The distribution of the modules and credits per semester

Code	Modules	Classification	Credits
ED 5116	Economic Diplomacy	Core	11
ED 5115	International Economics and Trade policy	Core	11
ED 5111	International Business Management and Strategies	Core	9
ED 5112	Research Methodology	Fundamental/Supportive	8
ED 5114	Diplomatic Communication	Fundamental/Supportive	9
ED 5113	Diplomacy, Protocol and Etiquette	Fundamental/Supportive	9
ED 5127	Arabic I	Elective	5
ED 5127	French I	Elective	5
ED 5127	Spanish	Elective	5
ED 5127	Portuguese	Elective	5
ED 5127	Chinese	Elective	5
ED 5127	Korean	Elective	5
Total			62

NOTE: The total number of credits has included only one elective module.

Second Semester

Distribution of Modules and Credits per Semester

Code	Modules	Classification	Credits
ED 5126	Regional Economic Integration	Core	11
ED 5122	Sectorial Development Strategies	Fundamental/Supportive	9
ED 5121	International Economic Negotiation and Contract Management	Core	11
ED 5123	Trade and Investment Strategies	Fundamental/Supportive	11
ED 5125	Commercial Diplomacy	Elective	11
ED 5124	Tanzania Foreign Policy	Elective	9
ED 5127	Arabic II	Elective	5
ED 5127	French II	Elective	5
ED 5127	Spanish II	Elective	5
ED 5127	Portuguese II	Elective	5
ED 5127	Chinese	Elective	5
ED 5127	Korean	Elective	5
Total			67

NOTE: The total number of credits has included only one elective module.

7.3 Modules coordinated for other departments

(i) Basic Technician Certificate in International Relations and Diplomacy (NTA level 4)

First semester

Code	Modules	Classification	Credits
IRT 04107	Basics of Economics	Fundamental/Supportive	12

(ii) Technician Certificate in International Relations and Diplomacy (NTA level 5)

First semester

Code	Modules	Classification	Credits
IRT 05110	Computer Skills	Fundamental/Supportive	8
IRT05112	Principles of Economics	Fundamental/Supportive	8

Second semester

Code	Modules	Classification	Credits
IRT 05211	Entrepreneurship	Fundamental/Supportive	8
IRT 05213	Economic Diplomacy	Fundamental/Supportive	8

(iii) Ordinary Diploma in International Relations and Diplomacy (NTA level 6)

First semester

Code	Modules	Classification	Credits
IRT 06107	Business and Management Practices	Fundamental/Supportive	8
IRT 06108	Trade and Investment Promotion	Fundamental/Supportive	8

Second Semester

Code	Modules	Classification	Credits
IRT 06208	Commercial Diplomacy and International Business	Fundamental/Supportive	10

(iv) Higher Diploma in International Relations and Diplomacy (NTA Level 7)

First semester

Code	Modules	Classification	Credits
IRU 07107	Computer Skills	Core	8
IRU 07113	Microeconomics	Fundamental/Supportive	7

Second semester

Code	Modules	Classification	Credits
IRU 07210	Macroeconomics	Fundamental/Supportive	7
IRU 07213	Entrepreneurship	Fundamental/Supportive	8

Third semester

Code	Modules	Classification	Credits
IRU 07315	International Economics	Fundamental/Supportive	7

(v) Bachelor Degree in International Relations and Diplomacy (NTA Level 8)

First semester

Code	Modules	Classification	Credits
IRU 08107	Economic Diplomacy	Fundamental/Supportive	8

Second semester

Code	Modules	Classification	Credits
IRU 08208	Trade and Investment Facilitation	Fundamental/Supportive	8

DEPARTMENT STAFF MEMBERS

Head of Department

Ms. Desderia Sabuni: Adv.Dip in Accountancy (IFM), PGD-Economic Diplomacy (CFR), MA -Economic Diplomacy and International Business (University of East Anglia-London School of Diplomacy).

Assistant Lecturer

Ms. Desderia Sabuni: Adv. Dip in Accountancy (IFM), PGD- Economic Diplomacy (CFR), MA -Economic Diplomacy and International Business (University of East Anglia-London School of Diplomacy).

Mr. Marco E. Musimba: Adv. Dipl in Economics Planning, Msc Economics (MzumbeUniversity), PhD studies

Mr. Theophani C.Ishika: Adv.Dipl IT (IAA - Arusha, PGD in Economic Diplomacy (CFR) and MSc - IT and Management (Avinashillingam Universit, India).

Ms. Janeth Malleo: PGD -Trade Policy and Trade Law (Trade Policy Training Centre in Africa), BA Economics, MA in Economics (UDSM).

**On study leave*

PART EIGHT
DEPARTMENT OF STRATEGIC STUDIES

8.1 Introduction

The Department of Strategic Studies (DSS) provides quality and competitive training, research plus consultancy skills in the fields of governance, leadership, strategies, peace and security. The department has an impressive track-record in facilitating regional liberation struggles, peace and security. It is among the core function areas in the preparation, management and organization of multi-national peace missions. The Department coordinates the Southern African Defence and Security Management Network (SADSEM) in Tanzania. The SADSEM’s envisions enhancing democratic management of defence and security functions through training, capacity building and networking.

8.2 Programmes Offered by the Department of Strategic Studies

The Department offers courses in Dar es Salaam and Dodoma, leading to the Post-Graduate Diploma in Peace and Conflict Management (PGD-PCM). It also coordinates modules run by other departments of the Centre. The Department is finalizing preparations for the launching of two programs leading to Bachelor Degree in Strategic Governance and Leadership, and Masters Degree in Strategic Governance.

8.2.1 Post-Graduate Diploma in Peace and Conflict Management

This is a nine months’ multidisciplinary program which aims at enhancing knowledge and building skills in prevention, management and resolution of conflicts by using globally accepted and Africa specific tools. In addition to being exposed to theories, students cover domestic, regional and global patterns of peace and conflict resolution to enable them to handle practical issues professionally. The program consists of twelve (12) modules with total of 120 credits spread in one academic year of two semesters as follows.

First semester modules

Code	Modules	Classification	Credits
SS 301	Peace Building Practices	Core	14
SS 302	Theories and Methods in Conflict Management and Resolution	Core	16
SS 300	Research Methodology	Core	10
SS 308	Contemporary Security Threats in Africa	Fundamental/Supportive	6
CS 300	Diplomatic Communication	Core	10

FL 300	Foreign Language for Beginners I (Arabic, Chinese, French, Portuguese, Spanish or Korean)	Fundamental/Supportive	9
SS310	Protocol and Etiquette	Option	-

Second semester

Code	Modules	Classification	Credits
SS 309	National Interest	Core	8
SS 320	International Security and Arms Control	Core	11
SS 305	Managing Peace-keeping Operations	Core	15
SS 306	Gender and Human Rights	Fundamental/Supportive	6
SS 307	Migration and Refugees	Fundamental/Supportive	6
FL	Foreign language for Beginners II (Arabic, Chinese, French, Portuguese, Spanish or Korean)	Fundamental/Supportive	9

8.2.2 Delivery Model

This is an evening program which commence from 16.00 hours to 21.00 hours during working days. Teaching is through an integrative approach

8.3 Modules Coordinated for Other Departments

(i) Basic Technician Certificate in International Relations and Diplomacy (NTA level 4)

Second semester

Code	Modules	Classification	Credits
IRT 04208	African Studies	Fundamental/Supportive	10
IRT 04209	Conflict and Security Studies	Fundamental/Supportive	10

(ii) Technician Certificate in International Relations and Diplomacy (NTA level 5)

First semester

Code	Modules	Classification	Credits
IRT 05114	Life Skills	Fundamental/Supportive	7

Second semester

Code	Modules	Classification	Credits
IRT 05205	Tanzania National Profile	Fundamental/Supportive	7
IRT 05208	Conflict Resolution	Core	10

(iii) Ordinary Diploma in International Relations and Diplomacy (NTA level 6)

First semester

Code	Modules	Classification	Credits
IRT 06104	Research Methodology	Core	10
IRT 06106	National Interests Study	Fundamental/Supportive	7

(iv) Higher Diploma in International Relations and Diplomacy (NTA Level 7)

First semester

Code	Modules	Classification	Credits
IRU 07101	Life Skills	Fundamental/Supportive	6

Second semester

Code	Modules	Classification	Credits
IRU 07209	Approaches of International Peace and Security	Fundamental/Supportive	9

Third semester

Code	Modules	Classification	Credits
IRU 07317	Research Methodology	Core	10

(v) Bachelor Degree in International Relations and Diplomacy

First semester

Code	Modules	Classification	Credits
IRU 08110	International Strategic Relations	Fundamental/Supportive	8

(vi) Postgraduate Diploma in Management of Foreign Relations (MFR) and Economic Diplomacy (ED)

First semester

Code	Modules	Classification	Credits
SS 300	Research Methodology	Core	10
SS 302/ IR 307	Theories and Methods in Conflict Management and Resolution/Conflict Resolutions	Core	16

DEPARTMENT ACADEMIC STAFF

Lecturer and Head of Department

Dr. Juma M. Kanuwa: Dip.Ed (Mtwara TTC), BAEd (*Hons*) (Islamic University in Uganda, Mbale), MA in History (UDSM), PhD-Conflict Transformation and Management (Nelson Mandela University).

Lecturers

Amb. Dr. Abraham Kaniki: LLB, LLM (UDSM), MA in Security and Strategic Studies (National Defence College-NDC), PhD in Law (UDSM).

Assistant Lecturers

Mr. Ally T. Masabo: BA -PsPA (UDSM), MA-International Political Economy (University of Warwick).

Ms. Maria E. Manda: MA with Education (UDSM), MA in History (UDSM).

Mr. Emmanuel Shayo: BA in? (Tumaini), MMA Peace and Conflict Resolution (Kampala International University-KIU).

Mr. Augustus C. Rwelengera: Dip-IRD (CFR), BA in? (Kampala International University), MA in Peace and Conflict Resolution (KIU).

Ms. Ombeni Mwanga: Dip-IRD (CFR), BA in? (UDSM), MA in Gender and Development (Norway).

Ms. Asiana Mohammed: Dip. (CFR), BA in? (KIU), MA in Peace and Conflict Resolution (Bagamoyo University).

Tutorial Assistant

Mr. Fortunatus Mahinja: BA (UDOM), MA in Development Studies (KIU)*

**Study leaves.*

PART NINE
DEPARTMENT OF LANGUAGES AND COMMUNICATION SKILLS

9.1 Introduction

The Department of Foreign Languages and Communication Skills (FLC) caters communicative competence (listening, speaking, reading and writing skills). The Department has an impressive track record in the provision of foreign language skills to students which help them in their functional encounters. Currently, the department offers courses in seven foreign languages namely English, Arabic, French, Portuguese, Spanish, Chinese and Korean.

9.2 Coordination of Foreign Language and Communication Skills Teaching

Currently, the department does not offer any regular long-term programme. However, it offers short courses in Languages and Communication Skills. The department is responsible for teaching of foreign languages and communication skills in programmes offered by other departments. The Modules coordinated by the department for different programmes include:

9.2.1 Basic Technician Certificate in International Relations and Diplomacy (NTA Level 4)

First semester

Code	Modules	Classification	Credits
IRT 04110	Basic Communication Skills	Fundamental/Supportive	12

9.2.2 Technician Certificate in International Relations and Diplomacy (NTA Level 5)

First semester

Code	Modules	Classification	Credits
IRT 05107	English Language Skills	Core	9

Second semester

Code	Modules	Classification	Credits
IRT 052091	Arabic for Beginners I	Fundamental/Supportive	7
IRT 052092	Chinese for Beginners I	Fundamental/Supportive	7
IRT 052093	French for Beginners I	Fundamental/Supportive	7
IRT 052094	Portuguese for Beginners I	Fundamental/Supportive	7
IRT 052095	Spanish for Beginners I	Fundamental/Supportive	7
IRT 052096	Korean for Beginners I	Fundamental/Supportive	7

9.2.3 Ordinary Diploma in International Relations and Diplomacy (NTA Level 6)

First semester

Code	Modules	Classification	Credits
IRT 061051	Arabic for Beginners II	Fundamental/Supportive	8
IRT 061052	Chinese for Beginners II	Fundamental/Supportive	8
IRT 061053	French for Beginners II	Fundamental/Supportive	8
IRT 061054	Portuguese for Beginners II	Fundamental/Supportive	8
IRT 061055	Spanish for Beginners II	Fundamental/Supportive	8
IRT 061056	Korean for Beginners II	Fundamental/Supportive	8

9.2.4 Higher Diploma in International Relations and Diplomacy (NTA Level 7)

First semester

Code	Modules	Classification	Credits
IRU 07105	Foreign Language Beginners Level	Fundamental/Supportive	10
IRU 071051	Arabic for Beginners	Fundamental/Supportive	10
IRU 071052	Chinese for Beginners	Fundamental/Supportive	10
IRU 071053	French for Beginners	Fundamental/Supportive	10
IRU 071054	Portuguese for Beginners	Fundamental/Supportive	10
IRU 071055	Spanish for Beginners	Fundamental/Supportive	10
IRU 071056	Korean for Beginners	Fundamental/Supportive	10
IRU 07106	Communication Skills	Fundamental/Supportive	10

Semester Two

Code	Modules	Classification	Credits
IRU 07211	Foreign Language Intermediate Level	Fundamental/Supportive	10
IRU 072111	Arabic Intermediate Level	Fundamental/Supportive	10
IRU 072112	Chinese Intermediate Level	Fundamental/Supportive	10
IRU 072113	French Intermediate Level	Fundamental/Supportive	10
IRU 072114	Portuguese Intermediate Level	Fundamental/Supportive	10
IRU 072115	Spanish Intermediate Level	Fundamental/Supportive	10
IRU 072116	Korean Intermediate Level	Fundamental/Supportive	10

Third semester

Code	Modules	Classification	Credits
IRU 07319	Foreign Language Advanced Level	Fundamental/Supportive	11
IRU 073191	Arabic for Beginners II	Fundamental/Supportive	11
IRU 073192	Chinese for Beginners II	Fundamental/Supportive	11
IRU 073193	French for Beginners II	Fundamental/Supportive	11
IRU 073194	Portuguese for Beginners II	Fundamental/Supportive	11
IRU 073195	Spanish for Beginners II	Fundamental/Supportive	11
IRU 073196	Korean for Beginners II	Fundamental/Supportive	11

9.2.5 Postgraduate Diploma in Management of Foreign Relations (PGD-MFR), Postgraduate Diploma in Economic Diplomacy (PGD-ED) and Postgraduate Diploma in Peace and Conflict Management (PGD-PCM)

Semester one

Code	Modules	Classification	Credits
CS 300	Communication Skills	Fundamental/Supportive	8
FL 300	Arabic I	Fundamental/Supportive	5
FL 302	French I	Fundamental/Supportive	5
FL 305	Spanish I	Fundamental/Supportive	5
FL 306	Portuguese I	Fundamental/Supportive	5
FL 307	Chinese I	Fundamental/Supportive	5
FL 308	Korean I	Fundamental/Supportive	5

Semester two

Code	Modules	Classification	Credits
FL 310	Arabic II	Fundamental/Supportive	5
FL 312	French II	Fundamental/Supportive	5
FL 315	Spanish II	Fundamental/Supportive	5
FL 316	Portuguese II	Fundamental/Supportive	5
FL 317	Chinese II	Fundamental/Supportive	5
FL 318	Korean II	Fundamental/Supportive	5

DEPARTMENT STAFF MEMBERS

Lecturers and Head of Department

Dr. Antonio J. Kimambo: BA. Ed (Linguistics and Literature in English), MA. Ed (*Hons.*)-Language, Culture and Identity (University of London), PhD - Linguistics (Intercultural Communication) (OUT).

Dr. Annita A.Lugimbana: BA Ed (Languages Education), MAEd PhD Ed (Curriculum Studies) (UDSM)

Assistant Lecturers

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Mr.Said S.Hakum: BEd, MA Ed (UDSM).

Mr. Swahibu T. Salimu:

B Ed in Arabic Language (International University of Africa), M Ed in Teaching Arabic Language to non-Arabic Speakers. (Khartoum International Institute for Arabic Language).

Tutorial Assistants

Mr. Gordian Gabriel Kilave: BA French, Foreign Language (University Stendhal 3 Grenoble), MA French (Kenyatta University) *

Ms. Rafiki G. Samwel: BA-English, Guidance and Counselling (MMU).
(Mr. Mdaki H. MahmoudBIL: Bachelor Degree in Languages and Interpretation-Arabic & English (MUM).

Mr. Ramadhani J. Kavanda BA Ed -Arabic & Kiswahili (MUM).

PART TEN
DEPARTMENT OF SHORT COURSES, RESEARCH, CONSULTANCY
AND PUBLICATIONS

10.1 Introduction

The Department of Short Courses, Research, Consultancy and Publications caters for the provision of consultancy services, coordinates the conduct of research and short courses. The commitment of the CFR to research and consultancy activities is provided for under articles 3(c, d, e, f and g) of the 1978 Constitution of the Centre. The specific functions of the Centre relating to research and outreach services as so provided by the law include:

- (i) Researching in research in problems and needs of selected subjects and to evaluate the results achieved by training programs;
- (ii) Provision of advisory and other ancillary services to the governments and such other bodies or organizations as may be determined by the Governing Council;
- (iii) Sponsoring, arranging or providing facilities for conferences and seminars on subjects within the competence of the Centre;
- (iv) Arranging for the publication and general dissemination of materials produced in connection with the work and activities of the Centre; and
- (v) carrying out transactions which, in the opinion of the Governing Council, are geared towards the performance to facilitate the proper and efficient of functions of the Centre.

The Centre finances research projects which are conducted by academic staff of the Centre in research areas focused by the Centre. In the area of consultancy, the Centre provides services to its stakeholders but also offers consultancy opportunities to its academic staff.

10.2 The International Diplomatic Review Journal (IDRJ)

The Centre publishes its scholarly works in its peer reviewed journal of the International Diplomatic Review Journal (IDRJ) which is issued twice annually in June and December. The focus of the journal is in line with one of the Centre's core functions which is to provide Competence Based Education Training (CBET), high quality research and consultancy services in the areas of Diplomacy, Protocol, International Relations and other related areas which are demand-driven, reflective and responsive to the policy needs of Tanzania. The journal enables dissemination and sharing of well researched and analysed social and economic development issues. The International Diplomatic Review Journal

is open to both local and international contributors. Authors can get more information about how they can submit their manuscript to IDRJ for publication in the Centre's website.

10.3 Provision of Short courses and Training

During the past years the department successfully provided knowledge and skills to the mid and senior level officials through provision of short courses in, Protocol, International Relations, Diplomacy, Etiquette, Conflict Resolution etc. Currently, the department offers the following short courses;

- i. Protocol and Public Relations,
- ii. Protocol and Etiquette,
- iii. Business Negotiation,
- iv. Economic Diplomacy,
- v. Cyber Security,
- vi. Trade and Investment Promotion,
- vii. Essential of Conflict Resolution and Mediation Skills,
- viii. Languages (French for beginners and Intermediate level; Arabic for beginners and Intermediate level, Kiswahili for Foreigners),
- ix. Scholarly writing skills,
- x. Leadership and Negotiation and
- xi. Public Diplomacy.

10.3.1 Delivery Method for Short Courses

Delivery:	Lectures, discussions, case studies and simulations
Duration:	Five (5) days (full time 8:00am to 4:00pm)
Assessment:	Non-examinable
Entry qualification:	Diploma or Degree in any discipline
Award:	Certificate of attendance
Language of Communication:	Kiswahili and English
Fee:	TShs. 650,000/= which also covers Breakfast, lunch, and stationery
Payment Mode:	The Centre for Foreign Relations NMB Bank, A/C No. 20101100203 –.

Coordinators of the Programme: Mr.Abraham Ng'eni

Email: abra.org@yahoo.com

Phone: 0784225225

Mr. Emmanuel Shayo,

Email: Immajshayo@yahoo.com

Phone: 0755428537

10.3.2 Short Courses Calendar for 2021

Course Title	Date	Venue
Protocol and Etiquette	08-12 February 2021	Dar Es Salaam
Economic Diplomacy	01-05 March 2021	Dar Es Salaam
Protocol and Public Relations	15-19 March 2021	Dar Es Salaam
Leadership and Negotiations	29 Mar - 02 Apr 2021	Dar Es Salaam
Protocol and Public Relations	05-09 April 2021	Dar Es Salaam
Economic Diplomacy	03 -07 May 2021	Dar Es Salaam
International Security and Arms Control	24 - 28 May 2021	Dar Es Salaam
Essential of Conflict Resolution and Mediation	07-11 June 2021	Dar Es Salaam
Mastering the Art of Business Negotiations	21-25 June 2021	Dar Es Salaam
Protocol and Etiquette	12 -16 July 2021	Dar Es Salaam
Cyber Security	26 - 30 July 2021	Dar Es Salaam
Mastering the Art of Business Negotiations	09- 13 August 2021	Dar Es Salaam
Protocol and Public Relations	23-27 August 2021	Dar Es Salaam
Trade and Investment Promotion For Local Authorities	06 -10 September 2021	Dar Es Salaam
Economic Diplomacy for Industrial Development	20 - 24 September 2021	Dar Es Salaam
Leadership and Negotiations	04 - 08 October 2021	Dar Es Salaam
Essentials of Conflict Resolution and Mediation skills	25 - 29 October 2021	Dar Es Salaam
Trade and Investment Promotion For Local Authorities	01-05 November 2021	Dar Es Salaam
Protocol and Public Relations	22-26 November 2021	Dar Es Salaam
International Security and Arms Control	06-10 December 2021	Dar Es Salaam

DEPARTMENT STAFF MEMBER

Ag.Head of Department

Ms. Janeth Malleo: BA in Economics, PGD in Trade Law & Trade Policy (Trade Policy Training Centre in Africa),, MA in Economics (UDSM).

Research Coordinator

Mr.Said S.Hakum: BA Ed, MAEd (UDSM)

Short Courses Coordinators

Mr. Emmanuel Shayo: BA(Tumaini), MA in Peace and Conflict Resolution (KIU).

Mr. Abraham Ng'eni: BA-PsPA (UDSM), MA in International Cooperation and Development (Open University of Tanzania) *

PART ELEVEN

STUDENTS' ASSESSMENT SYSTEM

11.1 Continuous Assessment

Student assessment is a critical aspect of the teaching and learning process at the CFR. Whether teaching at certificate or graduate level, it is important for instructors to strategically evaluate the effectiveness of their teaching by measuring the extent to which students are learning the course material. Students' assessment provides a useful feedback to both instructors and students about the extent to which students are successfully meeting course learning objectives. Instructors and students shall follow the following guidelines for assessment and feedback:

- 11.1.1 Assessment of the students shall be continuous with periodic tests, end of semester examinations, practical field work and research proposal presentation;
- 11.1.2 A student must pass both the continuous assessment tests and end of semester examinations;
- 11.1.3 A student failing in the continuous assessment for a certain module shall not be allowed to sit for the examination in that particular module at the end of semester;
- 11.1.4 Any proved case of plagiarism and other forms of academic dishonesty during any of the examinations shall warrant discontinuation from studies.
- 11.1.5 Field work/research report writing shall form part of the assessment of the student and shall contribute to the final cumulative GPA depending on the curriculum requirements.
- 11.1.6 Any assessment of a student, whether by coursework, end of semester examinations, field work or any other form of assessment prescribed under these rules shall be free of every form of irregularity in accordance with these rules.
- 11.1.7 Late submission or non-submission of the fieldwork report without permission by HoD shall be recorded as a fail mark.

- 11.1.8 A student who fails to report to his/her fieldwork station without the knowledge of the Management shall be considered absconded and hence discontinued from studies.
- 11.1.9 A student who fails and is required to repeat a year of study, shall not be required to re-do the fieldwork provided that he/she passed the assessment for the fieldwork submitted during the previous year of study.
- 11.1.10 Bachelor degree students who write research papers shall submit the final reports to the respective department after being approved by his/her supervisor during the end of semester examinations.
- 11.1.11 A candidate who fails a research paper shall be allowed to resubmit his/her research paper report during a supplementary examination's session.
- 11.1.12 A candidate who fails to submit his /her research paper to the respective department on the prescribed date due to a genuine reason shall be allowed to request extension. The DD-ARC shall determine the time frame for the extension.
- 11.1.13 The research paper shall be assessed on the basis of the proposal (40 marks), the report (60 marks) as per purpose of the research paper.
- 11.1.14 A candidate shall have passed the research paper if the overall weighted score is at least 40 per cent.
- 11.1.15 A candidate who fails to submit his/her research paper or field report within the prescribed time shall be considered 'absconded' and hence discontinued from studies.

11.2 Coursework Assessment and Evaluation

The pass mark for a module in each respective programme shall be as follows.

- 11.2.1 A candidate will be required to obtain a minimum of 30% of continuous assessment tests which will be out of 60 per cent for Basic Technician Certificate and Technician Certificate programmes (NTA Levels 4 and 5); 60 per cent for an Ordinary Diploma programme (NTA Level 6); 60

per cent for Higher Diploma and Bachelor Degree programmes (NTA Level 7 and 8) and 50 per cent for Postgraduate Diploma programmes.

- 11.2.2 The Pass mark for each course or module for NTA Level 4, 5 shall be a combination of both coursework and end of semester examination in a respective semester provided that a student has scored a minimum of 50% for coursework and 50% for the end of semester examination in the respective course or module.
- 11.2.3 The Pass mark for each course or module for NTA Level 6 shall be a combination of both coursework and end of semester examination in a respective semester provided that a student has scored a minimum of 50% for coursework and 45% for the end of semester examination in the respective course or module.
- 11.2.4 The pass mark for each course or module for Higher Diploma and Bachelor Degree programmes (NTA Level 7 and 8) shall be a combination of both coursework and end of semester examination in a respective semester provided that a student has scored a minimum of 24 percent for continuous assessment which will be out of 60 per cent and 16 percent out of 40 percent.
- 11.2.5 The pass mark for Postgraduate Programmes shall be a combination of both coursework and end of semester examination in a respective semester provided that a student has scored a minimum of 50% for the course work and 50% for the end of semester examination.
- 11.2.6 A student failing to complete CA shall repeat the respective module in the following academic year.
- 11.2.7 Students shall be notified of their coursework grades at least one week before the start of end of semester examinations.

11.3 Marking and Submission of Coursework Assessment Scores

- 11.3.1 Marking and uploading of coursework scores shall be done by the lecturer or course instructor.

- 11.3.2 Every lecturer or course instructor shall submit to the respective head of department a compiled hardcopy and softcopy of coursework assessment scores duly signed by him/her.
- 11.4.3 Every lecturer or course instructor shall keep a copy of record of all coursework assessment scores submitted to the head of department for a period of at least one academic year.
- 11.4.4 The head of department in which the modules are offered may take necessary administrative measures which he/she deems necessary on any issue that may arise relating to coursework submission.
- 11.4.5 The modes of marking semester examinations and uploading results shall be handled administratively as per such directives as may be issued from time to time by DD-ARC.

Guidelines for Scores of Continuous Assessment (CA) for Different Programmes

Programme	Continuous Assessment		
	Total Marks	%Needed for Pass mark	Scores
Certificate (NTA Level 4 and 5)	40	50%	20
Ordinary Diploma (NTA Level 6)	40	45%	18
Bachelor's Degree (NTA Level 7 and 8)	40	40%	16

Score for End of Semester Examination (SE) for Different Programmes

Programme	Continuous Assessment		
	Total Marks	%Needed for Pass mark	Scores
Certificate (NTA Level 4 and 5)	60	50%	30
Ordinary Diploma (NTA Level 6)	60	45%	27
Bachelor's Degree (NTA Level 7 and 8)	60	40%	24

Ranges of Scores for Different Grades

NTA Levels 4 - 5		NTA Level 6		NTA levels 7 and 8	
Grade	Score Ranges	Grade	Score Ranges	Grade	Score Ranges
A	80 - 100	A	75 - 100	A	70 - 100
		B+	65 - 74	B+	60 - 69
B	65 - 79	B	55 - 64	B	50 - 59
C	50 - 64	C	45 - 54	C	40 - 49
D	40 - 49	D	35 - 44	D	35 - 39
F	0 - 39	F	0 - 34	F	0 - 34
I		I	-	I	-
Q	0	Q	0	Q	0

Final Classifications of Scores for Different Grades

NTA Levels 4 - 5		NTA Levels 6 - 8	
Class Award	Cumulative GPA	Class Award	Cumulative GPA
First Class	3.5 - 4.0	First Class	4.4 - 5.0
Second Class	3.0 - 3.4	Upper 2 nd Class	3.5 - 4.3
Pass	2.0 - 2.9	Lower 2 nd Class	2.7 - 3.4
		Pass	2.0 - 2.6

Table 1.11.2.1: Classifications of Awards - PGD

GRADE	MARKS	CLASS OF AWARD	CUMULATIVE GPA	QUALITY
A	70-100%	First Class	4.4 - 5.0	Excellent
B+	60-69%	Upper Second Class	4.0 - 4.3	Very Good
B	50-59%	Lower Second Class	3.0 - 3.9	Good/Pass

PART TWELVE

GENERAL EXAMINATIONS RULES AND REGULATIONS

12.1 Examination Regulations

The following regulations shall apply to all students undertaking courses leading to Basic Technician Certificate (NTA level 4), Technician Certificate (NTA level 5), Ordinary Diploma (NTA level 6), Higher Diploma (NTA level 7), Bachelor Degree (NTA Level 8) and Postgraduate Diploma.

12.2 Students' Registration

- 12.2.1 Students shall register for each module in their respective department;
- 12.2.2 No students will be allowed to register after the registration period has expired;
- 12.2.3 Students shall register into the Centre's Students' Information System at the beginning of every semester;
- 12.2.4 Only students who have registered shall be regarded as bonafide students for a respective semester;
- 12.2.5 Any examination taken by a student who has not fulfilled the semester registration requirements shall be null and void;
- 12.2.6 A student who qualifies for registration but fails to register within the stipulated time without notice to the DD-ARC shall be regarded as 'absconded'.

12.3 Conditions for a student to be registered;

- (i) The student must have been duly admitted.
- (ii) The student must have paid all fees as prescribed by the Centre.

12.4 Examinations Seasons

- 12.4.1 There shall be three (3) examinations seasons namely,
 - (i) End of First Semester,
 - (ii) End of Second Semester, and
 - (iii) Special/Supplementary Examinations in each year of study.
- 12.4.2 All examinations shall be confined to the specified examination season.

12.5 Eligibility for Semester Examinations

- 12.5.1 No candidate shall be eligible for a semester examination in any module unless he/she has completed paying registration, tuition and other relevant fees pertaining to the respective semester. A candidate who fails to meet the above conditions, shall sit for the examination when next offered;
- 12.5.2 No candidate shall be allowed to sit for the semester examinations in any module unless he/she has successfully completed and passed Continuous Assessment (CA);
- 12.5.3 A student who fails to attain a pass grade of the CA for each module(s) shall not be allowed to sit for semester examination for the failed module(s);
- 12.5.4 A candidate who falls seriously ill just before or during end of semester examinations or is hospitalized will be allowed to sit for the examinations when next offered;
- 12.5.5 Scores for CA for each module shall be disclosed to students prior to commencement of semester examinations and such students shall be required to confirm their coursework
- 12.5.6 A student who fails to pass the Continuous Assessment (CA) will be given an opportunity to supplement the CA in question one (1) week prior to commencement of the semester examinations. Failure to pass the said supplementary examination or having incomplete course work will lead to repeating the module;
- 12.5.7 Unless stated otherwise, a student must have both the Centre's identity card and examination card, to be allowed to sit for a semester examination;
- 12.5.8 If a student does not meet the criteria set in paragraph (a) - (h) above, he/she shall be disqualified to sit for examination(s) and

12.5.9 A disqualified candidate who enters into the examination room and sits for the paper(s), his/her results in those paper(s) will be declared null and void, and shall be required to repeat the module.

12.6 Conduct of Examinations

12.6.1 Examination Instructions and Guidelines

12.6.1.1 All registered students shall be required to sit for all examinations they registered for;

12.6.1.2 Notwithstanding the provision of these regulations, the Senate may have powers to issue specific guidance to curb specific conditions as may deem appropriate for the smooth conduct of examinations. The guidelines or instructions issued by the Senate under this regulation shall form part of the examination regulations;

12.6.1.3 Students eligible to sit for any examination administered by the Centre shall observe the following before or during the examinations:

- (i) Make sure they have authentic identity cards;
- (ii) Observe the examination time table and venue;
- (iii) Be seated in the examinations room thirty (30) minutes before the examination starts;
- (iv) Inspect the surrounding environment and surrender any unauthorized items or objects to the invigilator prior to the commencement of the examination;
- (v) Listen and read carefully all instructions issued in relation to the conduct of the examination;
- (vi) Observe silence and order in the examinations room;
- (vii) Abstain from communication with colleagues whether within the same examination room or outside the examination room;
- (viii) Ensure that they do not write their names or any mark that may reveal their identity anywhere in the examination's booklets;

- (ix) Ensure that they do not write anything in the examination papers until permitted.
- (x) Sign the attendance form for each examination;
- (xi) Not to take the examination booklet, attendance sheet or any other examination related material(s) outside the examination room;
- (xii) In the examination room students are allowed to; Carry pens, pencils or other materials explicitly prescribed by the department or in the particular examination instructions. Use of calculators and/or department tools may be allowed gives specific instructions;
- (xiii) Request the invigilator for clarification on any error observed in relation to the examination;
- (xiv) Students are not allowed to enter the examinations room with; books, electronic devices including but not limited to (phones, Ipad, tablets) watches, handbags, clipboards, purses, pouches, paper, magazines, and any other item that is not allowed in the general conduct of examinations. Any kind of drinks and foodstuff and all other materials that may disturb other candidate(s) in the examination room are prohibited;
- (xv) No direct communication (verbal or otherwise) between candidates is allowed during examinations. If any candidate needs to communicate, he/she must do so by raising his/her hand to attract the attention of the invigilator;
- (xvi) Candidates shall be required to read carefully and adhere to all the instructions on Answer Booklet and/or Answer Sheet and any other instructions on the examinations question papers;
- (xvii) Subject to permission by the invigilator, a candidate allowed to leave the examination room for not more than five minutes

one at a time, with an escort and only for the purpose of attending a call of nature;

- (xviii) Candidates shall use their examination numbers only during the end of semester examinations. As such names, initials or any other mark that may distinguish one candidate from another should never be written on script papers or answer books for semester examinations;
- (xix) Candidates are required to begin each question on a fresh page and write his/her examination number on every script paper;
- (xx) Using someone else's or wrong examination number and/or not writing one's examination number shall be considered as a case of dishonesty;
- (xxi) Invigilators must report any candidate falling sick during the examination period or a fellow student may assist in reporting the incident;
- (xxii) Any misconduct or mischievous behaviour alleged by a student regarding a specific member of academic staff shall be reported either verbally or in writing to the relevant authorities before the examination period commences or ends. No allegations concerning a member of the academic staff will be entertained after the examinations results have been released;
- (xxiii) Candidates are not allowed to write anything on the question papers. Writing on question papers is tantamount to cheating as it may facilitate communication among candidates in the examination room(s). A Candidate who contravenes this regulation will have his/her examination nullified and shall be discontinued from studies, subject to confirmation by the Senate;
- (xxiv) Where a candidate destroys evidence or refuses to be inspected by the invigilator upon being suspected of examination misconduct, or where a candidate refuses to cooperate with the

invigilator or prevents the invigilator to do his/her invigilation in accordance with these regulations, that shall be an act of dishonesty, on the part of a candidate and it shall attract disciplinary actions which may result in discontinuation from studies;

- (xxv) Any proven act of dishonesty or cheating in any part of the examination (*continuous assessment or semester examination*) shall result in the nullification of the examination paper and the student involved shall be discontinued subject to confirmation by the Senate;
- (xxvi) A candidate found guilty of causing disturbance in/or around examination room(s) shall be deemed to have committed an examination irregularity. The said candidate shall be expelled from the examination room and shall be discontinued from studies;
- (xxvii) No appeals shall be entertained if a student did not sit for a particular examination without the knowledge of the Centre's Management;
- (xxviii) In case a candidate did not sit for the planned examinations for reasons not known to the Centre's Management, no appeals shall be entertained on such grounds after the examinations have been done;
- (xxix) Candidates shall stop writing immediately after the invigilator gives such a notice. For the purpose of time management wall clocks shall be posted in each examination room;
- (xxx) After the stop notice has been given, students will remain seated while the invigilator collects the examination scripts. No candidate will be allowed to leave the examination room until the invigilator finishes collecting the examination scripts and allows them to leave;

12.7 Postponement of Examinations

- 12.7.1 A candidate who needs to postpone any part of examination, due to valid causes or reasons, shall be allowed (in writing) to postpone such examinations provided that such causes/reasons shall have been communicated and approved by the DD-ARC prior to the commencement of the examination;
- 12.7.2 A candidate who was allowed to postpone the end of the semester examination(s) shall sit for the postponed examinations or part thereof as first sitting during the supplementary examination session of the same academic year;
- 12.7.3 A candidate who was allowed to postpone the supplementary examination(s) shall sit for postponed examinations during the supplementary examination session of the following academic year;
- 12.7.4 If a candidate referred to under Regulation (10.3) has an annual GPA of 2.0 or above in a respective academic year, he/she shall be allowed to proceed with the following academic year provided that he/she is pursuing a programme of more than one year;
- 12.7.5 If the candidate referred to under Regulation (10.2) did not sit for such postponed exam during the required supplementary sessions, he/she should sit for the postponed examination(s) during supplementary sessions in the following academic year before continuing with studies.

12.8 Examinations Irregularities

- 12.8.1 It is prohibited for any candidate to commit any examination irregularity during the examination, in the examination room/hall or premises.
- 12.8.2 Acts which shall constitute examinations irregularities shall include but not limited to the following.
- a) Making unauthorized verbal communication with and/or gesturing to another candidate;
 - b) Being in possession of and/or using any unauthorized materials.
 - c) Exchanging documents or answer books and/or answer sheets.
 - d) Assisting another candidate in writing his/her examination.
 - e) Providing answers to another candidate.
 - f) Copying from another candidate.

- g) Being Involved in unauthorized removal of an examination answer book(s) and/or answer sheet(s), any part of an examination answer book(s) and/or answer sheet(s) or blank examination stationery from the examination room/hall or premises except by a person with designated authority to do so.
- h) Tearing whole or any part of the answer books and/or answer sheets.
- i) Possession of unauthorized materials in the examination room.
- j) Causing any form of disturbance or nuisance in or near any examination room.
- k) Involving in any form of dishonesty or falsification for the purpose of gaining any unfair advantage in examination.
- l) Involving in any destruction of evidence of examination irregularities or cheating in examination.
- m) Refusal to hand over any evidence of examination irregularities in his/her possession to the invigilator when ordered to do so.
- n) Getting out of examination without prior permission from invigilator.
- o) Impersonation in the examination room.
- p) Cheating of whatever form in the examination room.
- q) Stealing, aiding, abetting or causing leakage of examination.
- r) Making false accusation(s) against the invigilator in relation to an examination.
- s) Doing any acts that is expressly prohibited in the conduct of examinations in accordance with these rules.

12.8.3 Any student who incites or instigates others to protest or refuse to do any examination shall be taken to have committed examination irregularities under these rules.

12.8.4 Any student who commits any acts of refusal or protest against examination, implicitly, shall have committed examination irregularities.

12.8.5 For the purpose of Research Papers and Field Reports examination irregularities shall include: Plagiarism, using another person to author a research paper, fieldwork report or project report.

12.9 Procedures and Organs Responsible for Handling Examinations Irregularities

- 12.9.1 All cases of alleged examination irregularities shall be referred immediately to the DD - ARC who shall submit a report of the findings and recommendations about the alleged possession of unauthorized materials including anything irregular that transpired in the examination room;
- 12.9.2 The Centre's Examiners Board shall have the power to summon the concerned parties (administrative/academic staff, and students) and require them to give information on the allegation in verbal, writing or both in order to arrive at a rational decision;
- 12.9.3 The Board's findings and recommendations shall be submitted to the Senate for further action(s); and
- 12.9.4 The Senate shall decide on action(s) to be taken.

12.10 Penalty relating to Examinations Irregularities

- 12.10.1 The decision made by the organ(s) responsible for dealing with examinations irregularities shall base on the evidence on records.
- 12.10.2 Any student found guilty of any examination irregularities as stipulated under these rules shall be discontinued forthwith from studies.
- 12.10.3 For avoidance of doubt under these rules, persons involved in impersonation to do an examination on behalf of a student shall both be liable, under these rules, to be removed (if a member of staff) from the employment or studies (the concerned student) at the CFR.
- 12.10.4 The letter written to the student declaring him/her discontinued from studies under the provision of these rules shall state expressly the reason(s) for the decision made.
- 12.10.5 Any examination that the student did before he/she has been found guilty of examination irregularities in the particular semester or examination session shall be nullified.

12.10.6 Any student discontinued from studies due to examination irregularities shall not be entitled to be conferred any award under these rules unless upon being admitted as a fresh student in accordance with these rules.

12.10.7 In the event of academic dishonesty or where falsification has been conferred any academic award, the provisions relating to revocation of the award shall apply.

12.11 Examination Results' Appeal Procedures

12.11.1 Where a candidate is aggrieved by the decision taken by the Centre's Examination Board or is dissatisfied with the marking of his/her examination, computation of marks or grades or for any other academic grounds, he/she may appeal to the Centre's Appeals Committee.

12.11.2 A candidate shall only be allowed to appeal against his/her provisional results in respect of Final or Supplementary Examination.

12.11.3 In lodging an appeal against examination results, the following procedures shall be followed:

- (i) The appeal shall be lodged to the Centre's Appeals Committee Chairperson within fourteen (14) days counted from the day of publication of the provisional results.
- (ii) The appeal shall be accompanied by a non-refundable fee to be determined by the Centre.
- (iii) The Registrar/Examinations Officer shall submit all results 'appeals to the DD-ARC for review and publication.

12.11.4 All appeals accepted by the Centre's Appeal Committee shall be sent to a third marker. The score of the third marker shall be final.

12.11.5 The Centre's Appeals Committee shall not entertain an appeal from a candidate unless the appeal is based on grounds recognized by the Centre's regulations pertaining to appeals.

12.11.6 Such grounds include: prejudices, violation of principles of natural justice and sufficient credible evidence of substantive irregularities in the conduct of the examinations.

12.11.7 Candidates dissatisfied with the decision of the Centre's Appeals Committee may appeal to the Senate. The decision of the Senate shall be final.

12.11.8 No appeal shall be lodged against coursework results that were communicated to students prior to the start of examinations.

12.12 Centre Examinations Appeals Committee

12.12.1 There shall be an "Examinations and Appeals Committee" which shall comprise the following members;

- (i) DD-ARC who shall be as the chairperson of the Committee.
- (ii) The Registrar who shall be the secretary of the Committee.
- (iii) The Legal Secretary
- (iv) Four (4) co-opted academic members of staff who are not members of the "Centre's Examinations Board "appointed by the Director. Such members shall serve for two academic years and be eligible for reappointment.
- (v) An appointee of the Director of the Centre from outside the Centre, and
- (vi) A Student's representative – appointed by the Students' Organization.

12.12.2 Responsibilities of the Centre Examination Appeals Committee

12.12.2.1 To receive and deliberate on appeals lodged by students against decisions made by the Centre's Examiners Board and decide whether the student's appeals should be accepted or not. The accepted/ qualified appeals shall be sent to competent External Examiners for re-marking.

12.12.2.2 To report the appeal's decision and an appropriate action to be taken in accordance with these regulations to the Senate.

12.12.2.3 In case the Committee has deliberated on an appeal against a decision on examination irregularities, the committee shall give recommendations to the respective examination's boards or committees.

12.12.2.4 The quorum at any such Committee meeting shall be at least a half (1/2) of all members. In case the chairperson is not present, the Committee shall appoint one of the members present to chair the meeting.

12.12.2.5 The decision by the committee shall be by the votes of the majority and in case of any disagreement among the committee members; the chairperson shall have a casting vote.

12.13 Conditions for Progressing from Semester to Semester

12.13.1 A student shall be allowed to proceed to the next semester provided that he/she has attained a GPA of 2.0 and above.

12.14 Progress from One Academic Year to Another

12.14.1 A candidate will progress from one academic year to another if he/she:

- (i) Passes all modules examined in the two semesters of the preceding year of study, this part is hanging complete it.
- (ii) Meets the conditions for carrying forward the modules failed.
- (iii) Was allowed to postpone the supplementary examinations that he/she will attempt in the next academic year.

- (iv) No candidate shall be allowed to proceed to another level until s/he has passed all modules including deferred, supplementary and carry forward examinations of the previous level.
- (v) No candidate shall be allowed to enter the new academic year until s/he has cleared his/her deferred and supplementary examinations.

12.15 Conditions for Supplementary and Special Sitting Examinations

12.15.1 All supplementary examinations shall be attempted after the release of second semester examination results of a respective year of study.

12.15.2 A candidate who fails in the first attempt shall be allowed to sit for supplementary examinations provided that he/she gets a GPA of at least 2.0.

12.15.3 A candidate who sits for supplementary examination(s) shall be assessed exclusively on the basis of his or her supplementary examination results and his/her course work scores shall not be taken into account.

- 12.15.4 The grade for supplementary examination shall be a pass mark score depending on the grading system of the relevant programme.
- 12.15.5 A supplementary examination does not have a special sitting. If a student is unable to sit for the supplementary examination at the scheduled time, he or she forfeits the opportunity.
- 12.15.6 The content and coverage of supplementary examinations will reflect that of the first and missed examination.
- 12.15.7 A supplementary examination will only be allowed for students who wrote the First Sitting Examinations.
- 12.18.8 A candidate who postpones supplementary examination(s) shall sit for the same during supplementary examination session of the following academic year.
- 12.15.8 No candidate shall be allowed to progress to the following NTA Level unless he/she has cleared supplementary of core module(s) that were postponed in the previous academic year.
- 12.15.9 A special examination shall be administered at the same session with supplementary examinations for students who dully postponed their end of semester examination(s).
- 12.15.10 Applications for special sitting examinations are considered by the DD-ARC according to the Centre's examination rules for Postgraduate, Bachelor, Higher Diploma, Ordinary Diploma, Technician Certificate and Basic Technician Certificate and there after sent to the senate for consideration.

12.16 Repeating a Module (S)

- 12.16.1 A candidate failing a core module(s) in Supplementary Examinations shall repeat the module(s) failed in the following year of study upon paying a prescribed fee.
- 12.16.2 A candidate shall not be eligible to progress into the following NTA Level unless he/she clears the core module(s) failed.

- 12.16.3 A student failing non-core modules in supplementary examinations shall repeat such module(s), provided that the candidate has acquired a GPA of 2.0.
- 12.16.4 The cost of repeating any failed module shall be reviewed by the Governing Council (GC) from time to time.
- 12.16.5 The student shall be allowed to repeat the module(s) for as many times as possible.
- 12.16.6 Students repeating modules will not be allowed to progress into the following NTA Level unless they clear the repeated module(s) or carried forward module(s).

12.17 Conditions for Carrying Forward Failed Modules

- 12.17.1 A student studying for a Postgraduate, Bachelor, Higher Diploma, Ordinary Diploma, Technician Certificate and Basic Technician Certificate, shall be allowed to carry forward the failed module(s) at a fee to be prescribed by the Centre provided he/she has not exhausted his/her maximum registration period, and provided that he/she shall not move to the next level before he/she clears the module(s).
- 12.17.2 In order to carry forward a module the following conditions shall apply;
- (i) The module(s) must have been done and failed as supplementary examination(s).
 - (ii) A candidate who scored an annual GPA of 2.0 or above after Supplementary Examination, shall be allowed to carry over module(s) into the subsequent academic years provided that it is not a new NTA level.
 - (iii) A student who carries forward a module must attend lectures and/or tutorials and pass prescribed course work examinations.

PART THIRTEEN

REGULATIONS AND CLASSIFICATIONS OF AWARDS

- 13.1 The final Grade Point Average (GPA) for every graduating student shall be used for the purpose of classifying awards.
- 13.2 In each case, the calculation of GPA shall be a truncated score to one decimal place. For example, 4.39 shall be taken as 4.3; 4.09 shall be 4.0 and 3.98 shall be 3.9. The classification of an award at a particular level shall reflect the grading system at the same level.
- 13.3 The Centre's examination Board shall classify awards conferred on students who satisfy the following conditions:
- (i) Have duly completed all modules and/or any form of assessment and examinations for the award.
 - (ii) Have achieved a minimum final Grade Point Average (GPA) equivalent to a **PASS** as required.

13.4 Procedure for Computing Grade Points Average (GPA)

- 13.4.1 The final GPA for an award shall be calculated using the following procedure:
- (i) The letter grade obtained shall be converted into "points" as stipulated in the grading system in accordance with these rules;
 - (ii) The credits for modules taken in each programme shall be used to determine the weight of each module;
 - (iii) To get the score for the module, the points indicated above shall be multiplied by the module credits;
 - (iv) The total score for the programme shall be the sum of scores for all modules taken as calculated in (iii) above;
 - (v) To get the final GPA, the total score in (iv) shall be divided by the sum of credits for all modules undertaken.
- 13.5 The Senate shall have the power to review the procedure for computing grade points average whenever necessary but without affecting continuing students;
- 13.6 Award Classification for Basic Technician Certificate (NTA Level 4) and Technician Certificate (NTA Level 5);

Class of award	Cumulative GPA
First Class	3.5-4.0
Second Class	3.0-3.4
Pass	2.0-2.9

13.7 Award Classification for Ordinary Diploma (NTA Level 6), Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8);

Class of award	Cumulative GPA
First Class	4.4-5.0
Second Class	3.5-4.3
Lower Second	2.7-3.4
Pass	2.0-2.6

13.8 Award Classification for Postgraduate Diploma;

Class of award	Cumulative GPA
First Class	4.4-5.0
Second Class	3.5-4.3
Pass	2.0-3.4

13.9 Power to Issue Awards, Academic Certificates and Transcripts

13.9.1 The conferment of all awards of the CFR shall be affected by the Chairperson of the Governing Council and/or in his/her absence, any such person duly approved by the Governing Council in a graduation ceremony that will be held in the Centre's Almanac;

13.9.2 The Governing Council may award testimonials for Certificates, Diplomas, Degrees, or other awards to such qualified students as may be recommended by the Senate;

13.9.3 The Senate may recommend to the Governing Council for award or recognition of the best male and female student under each programme of studies;

13.9.4 The Senate may recommend to the Governing Council for any person to be awarded an honorary degree as recognition for outstanding contribution to the Centre's academic excellence and development of the society as a whole;

13.9.5 The Centre shall issue the original academic transcripts after the examination results have been approved by the Senate;

13.9.6 A fee of TZS 10,000/= (subject to change) shall be charged for three certified copies of academic transcripts after the GC's decision;

13.9.7 Centre's certificates shall be issued free of charge, after general clearance of a graduating student by the Centre;

13.9.8 The Centre may issue another copy of the credential in case of loss of the original certificate, provided that:

- (i) The applicant produces a police loss report;
- (ii) The applicant pays a fee of TZS 70,000/= (subject to change);
- (iii) The replacement certificate shall be stamped "**COPY**" across it;
- (iv) The applicant must declare the loss in local newspapers and a copy of the advertisement be submitted to the Centre;

13.9.9 All certificates shall be in the custody of the DD-ARC.

13.10 Authority to Issue Academic Transcripts

13.10.1 Any graduating student may request for his/her academic transcript after the final declaration of his/her last semester examination in the pursued programme.

13.10.2 No student may request for academic transcript if he/she has any module or kind of assessment that is incomplete in his/her programme of studies.

13.10.3 An academic transcript shall not be issued to a student unless the student has duly paid all fees and/or other relevant financial dues to the Centre.

13.10.4 The authority to issue an academic transcript shall be with the office of DD-ARC or such other person(s) duly authorised by him/her.

13.11 Authority to Issue Academic Certificates

13.11.1 Any graduating student may request to be issued with his/her academic certificates after the graduation ceremony.

13.11.2 The Authority to issue academic certificates shall be with the office of DD-ARC or such other person(s) duly authorized by him/her.

13.12 Names on Academic Certificates and Transcripts

13.12.1 Certificates and Transcripts of the CFR shall be issued to graduands in the names as they appear in the graduating student's form of admission into the programme.

13.13 Preservation of Examination Scripts

13.13.1 Examination scripts shall be the property of the Centre and shall be kept in the safe period of at least two years after the results of the examination concerned for purposes of reference.

13.14 Grading System

14 NACTE has defined and established a range, levels of awards in technical education and training and their corresponding grading system. as follows;

15 Number 15 & 16 should be removed; it was a numbering mistake.

13.14.1 Grading for Basic Technician Certificate (NTA Level 4)

13.14.1.1 Marks will be awarded out of 100 percent. The marks earned from different assessment components shall be clustered and graded as follows: -

NTA Level 4		
Grade	Definition	Score Range
A	Excellent	80 – 100
B	Good	65 – 79
C	Average	50 – 64
D	Poor	40 – 49
F	Failure	0 – 39
I	Incomplete	N/A

13.14.1.2 Classification of academic Awards

13.14.1.3 Grades for the different score ranges are assigned points as follows;

A – 4

B – 3

C – 2

D – 1

F – 0

13.14.1.4 The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below;

CLASS OF AWARD	CUMULATIVE GPA
First Class	3.5 – 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9

13.14.2 Grading System for Technician Certificate (NTA Level 5)

13.14.2.1 Marks will be awarded out of 100 percent. The marks so obtained from the different assessment components will be graded as follows:

NTA Level 5		
Grade	Definition	Score Range
A	Excellent	80 – 100
B	Good	65 – 79
C	Average	50 – 64
D	Poor	40 – 49
F	Failure	0 – 39
I	Incomplete	N/A

13.14.2.2 Award Classification

The Grades for different score ranges are assigned points as follows;

- A – 4
- B – 3
- C – 2
- D – 1
- F – 0

13.14.2.3 The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below;

CLASS OF AWARD	CUMULATIVE GPA
First Class	3.5 – 4.0
Second Class	3.0 – 3.4
Pass	2.0 – 2.9

13.14.3 Grading System for Ordinary Diploma level (NTA Level 6)

13.14.3.1 Marks will be awarded out of 100 percent. The marks so obtained from different assessment components shall be clustered and graded as follows:

NTA Level 6		
Grade	Definition	Score Range
A	Excellent	75-100
B+	Very Good	65-74
B	Good	55-64
C	Average	45-54
D	Poor	35-44
F	Failure	0-34
I	Incomplete	N/A

13.14.3.2 Award Classification

13.14.3.3 Grades for different score ranges are assigned points as follows:

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

13.14.3.4 The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS OF AWARD	CUMULATIVE GPA
First Class	4.4-5.0
Upper Second Class	3.5-4.3
Lower Second Class	2.7-3.4
Pass	2.0-2.6

13.14.4 Grading System for Higher Diploma (NTA Level 7) and Bachelor Degree (NTA Level 8)

Marks will be awarded out of 100 percent. The marks so obtained from different assessment components shall be clustered and graded as follows:

SN	Grade	Score Ranges	Score Rangers
1	A	75 – 100	Excellent
2	B+	65 – 74	Very Good
3	B	55 – 64	Good
4	C	45 – 54	Average
5	D	35 – 44	Poor
6	F	0 – 34	Failure
7	I	N/A	Incomplete

13.14.4.1 Grades for different score ranges are assigned points as follows:

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

13.14.4.2 The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

CLASS OF AWARD	CUMULATIVE GPA
First Class	4.4-5.0
Upper Second Class	3.5-4.3
Lower Second Class	2.7-3.4
Pass	2.0-2.6

13.14.5 Grading System for Postgraduate Diploma

SN	Grade	Score Ranges	Score Rangers
1	A	70 – 100	Excellent
2	B+	61 – 69	Very Good
3	B	50 – 59	Good
4	C	40 – 49	Average
5	D	30 – 39	Poor
6	F	0 – 34	Failure
7	I	-	Incomplete

13.14.5.1 Grades for different score ranges are assigned points as follows:

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

13.14.5.2 The Grade Point Average (GPA) shall be computed from credits and grade weights and classified as shown below:

Classifications of Awards - PGD

GRADE	MARKS	CLASS OF AWARD	CUMULATIVE GPA	QUALITY
A	70-100%	First Class	4.4 – 5.0	Excellent
B+	60-69%	Upper Second Class	4.0 – 4.3	Very Good
B	50-59%	Lower Second Class	3.0 – 3.9	Good/Pass

13.15 Best Student's Academic Prize Sponsors

The Centre shall invite award sponsors to present the following awards for to best students.

Name of Prize	Eligibility
Centre's Prizes	Overall best student NTA Level 4 programme
	Overall best student NTA Level 5
	Overall best student NTA Level 6
	Overall best student NTA Level 7
	Overall best student NTA Level 8
	Overall best PGD-MFR student
	Overall best PGD-ED student
	Overall best PGD-PCM student
	NOTE: Should there be an award which is not mentioned in the list above, then it will be given solely in that particular period.

PART FOURTEEN

REGULATIONS FOR FIELDWORK PRACTICE

14.1 Introduction

14.1.1 The Centre for Foreign Relations (CFR) transformed its curriculum from Knowledge Based Education Training (KBET) - the traditional teaching approach in to Competence Based Education Training (CBET) approach in order to meet the market demands. Field work practice integrates the theoretical aspects learnt in the class with hands-on-practical work experience in a real working environment. It is a critical aspect of the CBET approach. Field work practice is intended to enable the Centre's graduates to acquire and apply hands-on skills and knowledge which eventually enhance performance and productivity in work places and hence making them competitive in the labour market.

The Department of International Relations and Diplomacy through the Head of Department and Field Coordinator is responsible for all matters related to field work practice.

14.1.2 Field Work Practice Objectives

14.1.3 The overall objective of field work practice is to offer students opportunities to practise theories and knowledge learnt in the classroom in real work situations. In the practicum, each student is expected to develop his/her own specific learning objectives as they will be taught in the modules that prepare them for the field experience (IRT 06104 & IRU 07318). However, the general objectives of field work include the following:

- (i) To improve skills of working with customers in identifying and assessing a problem situation, set objectives, develop alternative solutions, and undertake shared responsibility for an action plan;
- (ii) To provide opportunities for students to explore and actualize personal attributes, particularly values and attitudes in the complex roles as professionals. Students are expected to understand and come to terms with their own potential strengths and limitations.
- (iii) To strengthen the ability to work collaboratively with members of different professional backgrounds;
- (iv) To develop the ability to initiate non-learning activities including the ability to seek and use consultation and supervision skills;

- (v) To develop independent work-load management skills and records keeping;
- (vi) To demonstrate the knowledge of legal and policy issues in practice.

14.2 Placement Guidelines

14.2.1 Students are free to seek field work placements from a variety of agencies and organizations dealing work international relations and diplomacy within the United Republic of Tanzania.

14.2.2 Students are required develop a range of practical learning objectives and expectations, and prepare an outline of a range of strengths and weaknesses which shall be communicated to the proposed field attachment agency supervisor upon commencement of field work practice.

14.2.3 The Centre reserves the right to revoke the final placement decision, taking into account students' learning needs, objectives and the functions of the particular agency.

14.2.4 Employment-based placements are strictly discouraged since this might lead to students' learning goals being more easily superseded by routine work and staff demands.

14.2.5 Evening programme students will be allowed to undertake field practice in their employment agencies although not more than once for students with more than one field work placements (i.e. Concurrent and Block Field Work).

14.2.6 Once field work commences, no student is allowed to change the field placement agency without the knowledge and approval of the respective department on behalf of the Centre. The request to change a placement agency shall be accepted only if:

- (i) The learning goals of a particular student cannot be met at the previously identified agency.
- (ii) Inadequate or irrelevant work load is assigned to a student.
- (iii) The field supervisor is underqualified or unskilled.
- (iv) There is personal difficulty of a student or supervisor which risks the achievement of the learning goals of the student.

14.3 Field Work Programmes

14.3.1 Ordinary Diploma (NTA Level 6) students are required to undergo their Field Work Practice during the second semester of their second year (Semester Two of their Ordinary Diploma course). The duration for field work practice is 8 weeks.

Higher diploma (NTA Level 7) students are required to undergo their Field Work Practice during the second semester of their second year. The duration for field work practice is 12 weeks.

14.3.2 Students are required to produce and submit the following reports:

- (i) One Initial Impression Report written between the 2nd and 3rd week after commencement of the Field Work;
- (ii) One Comprehensive Report of the Field Work experiences at the end of the Field Work placement. The report shall consist of activities dealt with, detailed analysis of cases dealt with, personal experiences and observations.
- (iii) Final Evaluation Report. The field work reports shall be marked and graded as an independent module, see appendix 4 for Field work report requirement.

PART FIFTEEN
ALMANAC FOR ACADEMIC YEAR 2020/2021

CFR Almanac for Academic Year 2020/2021

Date	Day	Activity	Responsible
November, 2020			
3 rd Nov, 2020	Tuesday	Departmental meetings	All Departments
6 th Nov, 2020	Friday	DDPFA/DDARC meeting with Heads of Department	DD-PFA
6 th Nov, 2020	Friday	Sections and Units	DD-PFA
10 th Nov, 2020	Tuesday	Academic Staff Assembly	DD-ARC
12 th Nov, 2020	Thursday	DCFR's meeting with lecturers	DCFR
13 th Nov, 2020	Friday	Management Committee Meeting	DDPFA
16 th -20 th Nov, 2020	Monday-Friday	Orientation week	DDARC
17 th Nov, 2020	Tuesday	Quality Assurance and Control meeting	QACU
17 th Nov, 2020	Tuesday	Students' Representative Council	CEFRESO
19 th Nov, 2020	Friday	Class Representatives elections (for new students)	DoS
23 rd Nov, 2020	Monday	Classes begin	DDARC
25 th Nov, 2020	Wednesday	MAULID DAY (Subject to the sighting of the moon)	All
26 th Nov, 2020	Thursday	Class Representatives Elections (for continuing students)	CEFRESO
28 th Nov, 2020	Saturday	23RDGRADUATION CEREMONY	DG, DDARC
30 th Nov, 2021	Monday	Staff Training and Development Committee	DDPFA
December, 2020			
1 st Dec, 2020	Tuesday	DCFR meeting with staff	DCFR
2 nd Dec, 2020	Wednesday	Departmental meetings	All Departments
3 rd Dec, 2020	Thursday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC
7 th Dec, 2020	Monday	GOVERNING BOARD COMMITTEES	DCFR
8 th Dec, 2020	Tuesday	GOVERNING BOARD	DCFR
9 th Dec, 2020	Wednesday	INDEPENDENCE DAY	All
14 th Dec, 2020	Monday	Management Committee Meeting	DDPFA
15 th Dec, 2020	Tuesday	DDARC meeting with class representatives	DDARC
17 th Dec, 2020	Thursday	Workers' Meeting	DDPFA

25 th Dec, 2020	Friday	CHRISTMAS DAY	All
26 th Dec, 2020		BOXING DAY	All
28 th Dec, 2020- 4 th Jan, 2021	Monday	Beginning of Continuous Assessment Tests One	DDARC
January 2021			
1 st Jan, 2021	Friday	NEW YEAR DAY	Public Holiday
4 th Jan, 2021	Tuesday	End of continuous Assessment Tests One	DDARC
6 th Jan, 2021	Wednesday	Departmental meetings	All Departments
11 th Jan, 2021	Monday	CEFRESO General Elections	CEFRESO
11 th Jan, 2021	Monday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC
12 th Jan, 2021	Tuesday	ZANZIBAR REVOLUTION DAY	Public Holiday
13 th Jan, 2021		CFR DAY	Public Holiday
14 th Jan, 2021	Thursday	Management Committee Meeting	DDPFA
15 th Jan, 2021	Friday	Students General Assembly	CEFRESO
15 th Jan-20 th Feb, 2021	Friday	Receiving application for March, 2021 intake	DDARC
18 th Jan, 2021	Sunday	DCFR meeting with students	DCFR
February 2021			
8 th -12 nd Feb, 2021	Monday	Beginning of Continuous Assessment Test Two	DDARC
08 th Feb, 2021	Monday	Departmental meetings	All departments
10 th Feb, 2021	Wednesday	Management Committee Meeting	DDPFA
12 nd Feb, 2021	Friday	End of continuous Assessment Test Two	DDARC
19 th Feb, 2021	Friday	Submission of End of Semester Examinations	DDARC
19 th Feb, 2021	Friday	Quality Assurance and Control meeting	QACU
20 th –Feb, 2021	Saturday	End of Receiving application for March, 2021 intake	DDARC
21 st – 26 th Feb, 2021		Online submission of selected students to NACTE	DDARC
23 rd Feb, 2021	Tuesday	Admissions Board	DDARC
24 th Feb, 2021	Wednesday	Academic Staff Assembly	DDARC
25 th Feb, 2021	Thursday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC
March 2021			
19 th Feb 2021	Monday	End of Teaching for First Semester	DDARC

22 nd Feb-5 th February 2021	Monday	First Semester Examinations	DDARC
12 th Mar 2021	Friday	End of Marking	DDARC
23 rd Mar, 2021	Tuesday	Departmental meetings	All departments
25 th Mar, 2021	Thursday	Release of End of Semester Examination Results	DDARC
29 th Mar 2021	Tuesday	Beginning of Second Semester	
		Field Work and Report Writing - 2 nd Year Ordinary Diploma and 2 nd Year Higher Diploma	
29 th Mar, 2021	Monday	uploading semester one, semester two March intake examination results in the NACTE database and submission of hard copies of the results to NACTE	DCFR
30 th Mar, 2021	Tuesday	GOVERNING BOARD	DCFR
30 th Mar 2021	Tuesday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC
31 st Mar, 2021	Wednesday	CFR Examiners Board	DDARC
April 2021			
2 nd Apr, 2021	Friday	GOOD FRIDAY	Public Holiday
4 th Apr, 2021	Saturday	EASTER	Public Holiday
5 th Apr, 2021	Monday	EASTER MONDAY	Public Holiday
7 th Apr, 2021	Wednesday	KARUME DAY	Public Holiday
9 th Apr, 2021	Friday	Examination Appeal Board	DDARC
19 th -23 rd Apr, 2021	Monday	Supplementary/ Special Examination	DDARC
26 th Apr, 2021	Monday	UNION DAY	Public Holiday
27 th Apr, 2021	Tuesday	Senate Board	DDPFA/DDARC
May 2021			
1 st May, 2021	Saturday	MAY DAY	Public Holiday
3 rd -7 th May, 2021	Monday	Continuous Assessment Test One	DDARC
04 th May, 2021	Tuesday	Quality Assurance and Control meeting	QACU
10 th May, 2021	Monday	Departmental meetings	All departments
11 th May, 2021	Tuesday	Academic Staff Assembly	DDARC
13 th May, 2021	Thursday	EID-EL-FITR (subject to sighting of the moon)	Public Holiday
15 th May-8 th Sept, 2021	Saturday	Applications for September/October, 2021 intake	DDARC
17 th May, 2021	Monday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC

13 May, 2021	Thursday	Eid El Fitri	Public Holiday
14 May, 2021	Friday	Eid El Fitri	Public Holiday
19 th May, 2021	Wednesday	Management Committee Meeting	DDPFA
27 th May, 2021	Thursday	Students' Government Executive Committee	CEFRESO
27 th May, 2021	Thursday	Staff Training and Development Committee	DDPFA
June 2021			
01 st June, 2021	Tuesday	Departmental meetings	All departments
3 rd June, 2021	Thursday	Workers' Meeting	DDPFA
8 th June, 2021	Tuesday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC
08 th June, 2021	Tuesday	DDARC meeting with class representatives	DDARC
11 th June, 2021	Friday	Management Committee Meeting	
14 th -18 th June, 2021	Monday	Beginning of Continuous Assessment Test Two	DDARC
16 th June, 2021	Wednesday	DCFR meeting with staff	DCFR
17 th June, 2021	Thursday	Students' Representative Council	CEFRESO
18 th June, 2021	Friday	Students' General Assembly	CEFRESO
22 nd June, 2021	Tuesday	DCFR meeting with students	DCFR
23 rd June 2021	Wednesday	GOVERNING BOARD COMMETEES	DCFR
24 th June, 2021	Thursday	GOVERNING BOARD	DCFR
25 th June, 2021	Friday	MOZAMBIQUEINDEPENDENCE DAY	Public Holiday
July 2021			
7 th July, 2021	Wednesday	SABA SABA DAY	Public Holiday
8 th July, 2021	Thursday	Departmental meetings	All departments
12 th July, 2021	Thursday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC
16 th July 2021	Friday	End of continuous Assessment Test Two	DDARC
16 th July, 2021	Friday	Management Committee Meeting	DDPFA
20 th July, 2021	Tuesday	EID-EL-HAJJ (subject to sighting of the moon)	Public Holiday
30 th July 2021	Friday	End of Marking Examinations	DDARC
August 2021			
03 rd Aug 2021	Tuesday	Departmental Examinations Board	DDARC
05 th Aug, 2021	Thursday	Departmental meetings	All departments

04 th Aug, 2021 , 2021	Thursday	Centre's Examinations Board	DDARC
06 th Aug, 2021	Friday	Release of examination results	DDARC
06 th Aug, 2021	Friday	Quality Assurance and Control meeting	QACU
		End of Semester Two Teaching	DDARC
		End of Field Work and Report Writing – 2 nd Year Ordinary Diploma and 2 nd Year Higher Diploma	DDARC
8 th Aug, 2021	Sunday	NANE NANE DAY	Public Holiday
11 th Aug, 2021	Wednesday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC
18 th Aug, 2021	Wednesday	Management Committee Meeting	DDPFA
20 th Aug 2021	Friday	Examination appeal board	DDARC,
23 rd -27 th Aug, 2021	Monday	Supplementary/ Special Examination	DDARC
30 th Aug, 2021	Monday	Academic Staff Assembly	DDARC
30 th Aug, 2021	Monday	Staff Training and Development Committee	DDPFA
September 2021			
24 th Sept, 2021	Friday	End of Supplementary/Special Examination	DDARC
27 th Sept, 2021	Monday	Workers' Meeting	DDARC
8 th Sept, 2021	Wednesday	Admissions Board	DDARC,
28 th Sept, 2021	Tuesday	Departmental meetings	All departments
29 th Sept, 2021	Wednesday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC
30 th Sept, 2021	Thursday	Management Committee Meeting	DDPFA
30 th Sept, 2021	Thursday	GOVERNING BOARD COMMITTEES	DCFR
October 2021			
01 st Oct, 2021	Friday	GOVERNING BOARD	DCFR
05 th Oct, 2021	Tuesday	DCFR meeting with staff	DCFR
06 th Oct, 2021	Wednesday	SENATE	DCFR
07 th Oct, 2021	Thursday	Departmental meetings	All departments
12 th Oct, 2021	Tuesday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC

14 th Oct, 2021	Thursday	NYERERE DAY	Public Holiday
19 th Oct, 2021	Tuesday	MAULID (subject to sighting of the moon)	Public Holiday
20 th Oct, 2021	Wednesday	Management Committee Meeting	DDPFA
25 th Oct, 2021	Monday	Beginning of New Academic Year/ Orientation Week	DDARC
29 th Octo,2021	Friday	End of orientation sessions	DDARC
November 2021			
01 st Nov, 2021	Monday	Beginning of First Semester	DDARC
02 nd Nov, 2021	Tuesday	Departmental meetings	All departments
04 th Nov, 2021	Thursday	Academic Staff Assembly	DDARC
10 th Nov, 2021	Wednesday	Quality Assurance and Control meeting	
11 th Nov, 2021	Thursday	DDPFA/DDARC meeting with Heads of Department, Sections and Units	DDPFA/DDARC
18 th Nov, 2021	Thursday	Management Committee Meeting	DDPFA
25 th Nov, 2021	Thursday	24th GRADUATION CEREMONY	DG, DDARC
26 th Nov, 2021	Friday	Staff Training and Development Committee	DDPFA
9 th Dec, 2021	Thursday	Independence Day	Public Holiday
25 th Dec, 2021	Saturday	Christmas	Public Holiday
25 th Dec, 2021	Sunday	Boxing Day	Public Holiday

PART SIXTEEN APPENDICES

APPENDIX 1: CFR STUDENTS' BY-LAWS

STUDENTS' CODE OF CONDUCT

Preamble

Whereas the Centre for Foreign Relations was established for the pursuit of learning; and Whereas the Centre's fundamental objective can be achieved if its members work peacefully and within the environment of academic freedom.

Therefore

These By-laws are made to maintain a conducive environment for the pursuit of learning and protect the Centre from actions which may damage the environment for learning, research, publication outreach extension and consultancy services. All students are therefore expected and obliged to read and abide by these by-Laws, with a view to working towards the vision, mission, objectives and core values of the Centre for Foreign Relations as reflected in in all Centre's functional areas.

PART I DEFINITIONS

In these By-laws, unless the context otherwise requires:

Appeal refers to an application to a higher authority in dealing with students' misconduct for a disciplinary decision to be reversed;

Authorized Officer refer to a member of Staff of the Centre mandated to discharge lawful duties;

By-laws refer to Rules and Regulations of the Centre;

Centre refer to the Centre for Foreign Relations;

Counsel refers to a lawyer, advocate or any other legal advisor;

Dean of Students refer to an official appointed by the Governing Council of the Centre to be a chief custodian of students' affairs;

Dismissal means formal termination of a student's registration;

Expulsion refers to de-registration of a student by the Centre;

Fine refer to any amount of money charged to a student to serve as a compensation for an offence;

Jurisdiction refer to the right, power or authority by a competent authority to administer justice in dealing with students' misconduct;

Lethal weapon refers to any object such as anything with a sharp edge, a knife, gun, spear, arrow, machete, axe, etc. that can be used to attack, or any deadly weapon such as firearm, device, instrument, material or any other substance that is capable of producing bodily harm or death in a manner that is intended to be used;

Offence refers to any defined misconduct against the rules and regulations under this students' code of conduct;

Rustication refers to removal of a student from the Centre until when the acts causing problem (s) is/are resolved;

Restitution refers to return, restoration, or replacement of any damaged property of the Centre;

Reprimand refers to a formal expression of disapproval from any student's misconduct;

Sanction refers to a punishment for breaking the rules and regulations of the Centre;

Stern warning refers to serious and disapproval warning;

Strike refers to refusal to perform scheduled activities;

Student refer to any person admitted to the Centre as a candidate for a degree or non-degree programme;

Suspension refers to being barred from attending regular s activities of the Centre for a particular period of time; and

Visitor refer to any person visiting the Centre but is not a bonafide member of the CFR community.

PART II

1. Acceptance of the by-laws

- a) Registration in the Centre is conditional upon the agreement by students to abide by the by-Laws without prejudice to the Constitution of the Centre and general laws of the United Republic of Tanzania;
- b) Payment of prescribed fees shall be a condition for registration to pursue and/or continue with studies at the Centre provided that the manner of payment shall be in accordance with instructions enunciated from time to time by the Centre for Foreign Relations; and
- c) For avoidance of doubt, prescribed fees shall be such fees, as approved by a competent organ of the Centre and shall include students' organization membership subscriptions.

2. Standard of conduct

- a) The Centre for Foreign Relations (CFR) is a public institution with the special responsibilities of offering programmes in higher learning education, advancing knowledge through scholarship and research and providing related services to the community through consultancy. As a higher learning institution, the Centre has the obligation to maintain a conducive environment for freedom of inquiry and expression compatible with the orderly conduct and its functions;
- b) Admission to the Centre carries with it the presumption that students will conduct themselves as responsible members of the academic community. As a condition of enrolment, all students assume the responsibility to observe standards of conduct and behaviour that will contribute to the pursuit of academic excellence and welfare of the academic community. This responsibility includes, but is not limited to: -
 - i) Practicing high standards of academic and professional honesty and integrity.
 - ii) Respecting the rights, privileges and protecting property of other members of the Centre's community and visitors to the campus, and refraining from any conduct that may interfere with Centre's functions or endanger the health, welfare or safety of other persons.

- iii) Complying with the rules, regulations, procedures, policies, standards of conduct and orders of the Centre.

3. Application

- a) These By-Laws shall apply to any person who is a student of the Centre;
- b) Every student shall be presumed to be knowledgeable of the contents of these By-Laws and any other laws of the Centre.

PART III STUDENTS' GENERAL REGULATIONS

4. General regulations

- a) At the beginning of every semester, all students shall report at the Centre on the prescribed date as the Centre may determine from time to time;
- b) A student shall not be registered if he/she reports after the time specified for registration has elapsed;
- c) All students shall respect all lawful authority of the Centre, shall care for all the properties and assets of the Centre and observe the institution's general rules, regulations and ethical conduct and behavior including the code of dress and use of descent language in fulfilling duties as prescribed under these By-Laws and other rules and regulations pertaining;
- d) All students shall display their identity cards on their chests.
- e) All students shall keep records of all tests, assignments, receipts and any other documents related to their stay at the Centre;
- f) No official correspondences, press release and/or external communications outside the Centre shall be made by any student concerning any activity that involves the Centre or the use of the name of the Centre without prior approval by the Director;
- g) No meetings shall be held between students or students' organizations and any authority outside the Centre to discuss any matter on behalf of the Centre;

- h) Any students' organization intending to hold a meeting for the purposes of discussing any matter, shall seek the approval of the Director through the office of the Dean of Students;
- i) All registered students shall be entitled to the services of the Centre's Library, and thereby abiding to the regulations governing library services;
- j) All students violating the Library's rules and regulations and general code of conduct shall be sanctioned as per the Standard Library Procedures; and
- k) While at the Centre, all students shall enjoy their fundamental human rights and freedom as provided for in the Constitution of the United Republic of Tanzania.

PART IV GENERAL OFFENCES AND CHARGES

5. Disciplinary offences and charges

- (i) Any conduct by a student which causes or is likely to cause damage or violence to any member of the Centre's community and/or their property or Centre's property shall be a disciplinary offence punishable by suspension for a period of not less than one month and compensation to the value of the property damaged.
- (ii) All acts which obstruct or are likely to obstruct and/or which frustrates or is likely to frustrate or interrupt any academic and/or administrative activities authorized by the Centre shall be a disciplinary offence punishable by suspension for a period of not less than one month.
- (iii) A student shall not be permitted into class after 15 minutes have elapsed since the beginning of the class.
- (iv) Use of cellular phones in classrooms, laboratories or library is prohibited and the facilitator, laboratory attendant, or library officer as the case may be, may evict the disobeying student from the classroom/laboratory/ library.

- (v) Harassment (verbal or physical) during or after class hours shall be a disciplinary offence punishable by suspension for a period of not less than fourteen (14) days.
- (vi) It shall be a disciplinary offense punishable by suspension for a period of not less than one month to engage in any on-line or social media activity that may compromise ethical values or reputation of the Centre such as exposure of one's nude photographs, pornography, inciting violence, using abusive and indecent language in social media, or participating in any other activity prohibited by the Penal Code or Cyber Crimes Act as amended or any other applicable law at the time of the commission of the offence. On top of suspension, the offender shall be apprehended to the relevant government authorities.
- (vii) It shall be a disciplinary offense punishable by suspension for a period of not less than one month to interfere, penetrate, hack or bypass the Centre's network security systems and communication media in place with or without an intention of committing any offence or committing any act that will hamper the performance of the Centre's ICT infrastructure. On top of suspension, the offender shall be apprehended to the relevant government authorities.
- (viii) It shall be a disciplinary offense punishable by suspension for a period of not less than one month to be involved in the use of ICT skills and products in any unacceptable manner such as the use of pirated software within the Centre's network and/or any use of ICT to violate rules of the Centre and those of the Land. On top of suspension, the offender shall be apprehended to the relevant government authorities.
- (ix) Unauthorized placing of any notices, posters, signs or any other things in any place within the Centre's premises is strictly forbidden and any person who contravenes the same shall be issued a written warning.
- (x) Drunkenness by any student of the Centre on campus shall be a disciplinary offence punishable by suspension for a period of not less than fourteen (14) days.
- (xi) Smoking any substance in the library, cafeteria, lecture rooms, computer rooms or any other place within the Centre's premises shall

be a disciplinary offence punishable by suspension for a period of not less than fourteen (14) days.

- (xii) Any unauthorized possession of the Centre's property shall be a disciplinary offence punishable by a written warning.
- (xiii) Willful refusal or failure to comply with a lawful order or directives given by any competent authority of the Centre or someone acting on its behalf shall be a disciplinary offence punishable by suspension of a period not less than fourteen (14) days.
- (xiv) Willful failure or refusal to attend a disciplinary call as prescribed by these By-laws shall be a disciplinary offence punishable by suspension of a period not less than twenty-one (21) days.
- (xv) Willful refusal or failure to abide by the ruling, decision and/or penalty made or imposed by the Disciplinary Committee or any other competent authority of the Centre shall be a disciplinary offence punishable by expulsion from studies.
- (xvi) Use of slanderous, abusive, obscene or threatening language by any student against any other student or any officer or employee of the Centre in the course of performing such officer's or employee's duties shall be a disciplinary offence punishable by suspension for a period of not less than one month or expulsion.
- (xvii) To give false information, forging a document or perpetrating forgery or alteration or misuse of any Centre's document, record, account, computer account or instrument of identification shall be a disciplinary offence punishable by expulsion from studies.
- (xviii) To engage in any business or transaction or to administer any illegal substances or drugs to oneself or any other person for whatsoever reason shall be a disciplinary offence punishable by from studies.
- (xix) Use of any weapon both within and/or outside the Centre's premises and possession of a weapons (s) within Centre premises shall be a disciplinary offence punishable by expulsion from studies.

- (xx) To instigate and/or participate in any mob justice, strike, boycott of classes or any civil commotion shall be a disciplinary offence punishable by suspension for a period of not less than one month or expulsion.
- (xxi) Willful obstruction of the work or proceedings conducted by the Disciplinary Committees or any other competent organ of the Centre or interference with witnesses in disciplinary proceedings under these By-laws, willful tempering, destruction of evidence or obstructing and threatening witnesses who appear or are about to appear before the Disciplinary Committees shall be an offence punishable by suspension of a period not less than fourteen (14) days or expulsion.
- (xxii) Writing or disseminating of defamatory literature by any student or a group of students against any student, member of the Centre's community or against the Centre shall be a disciplinary offence punishable by suspension for a period of not less than one month.
- (xxiii) Acting as an agent of the Centre without authorization shall be a disciplinary offence punishable by expulsion from studies.
- (xxiv) Tempering with or misuse of fire extinguisher or any other safety equipment or disregarding, circumventing or disabling any security or safety device or system shall be a disciplinary offence punishable by suspension for a period of not less than one month.
- (xxv) The use of another person's identity, password, identification number or any other identification card or assisting in any of the above shall be a disciplinary offence punishable by suspension for a period of not less than one month.
- (xxvi) Any violation of Laws applicable in the United Republic of Tanzania within or outside the Centre's premises shall be a disciplinary offence punishable by expulsion from studies provided that such expulsion shall follow after a conviction of that student by the ordinary Courts of Law.

(xxvii) Sexual harassment of whatever kind by a student towards any member of the Centre's community shall be a disciplinary offence punishable by suspension of not less than one month. Sexual harassment shall include but not limited to the following:

- a. Telling lies or spreading rumors about a person's affairs, sex life with the purpose of damaging the character of the victim;
- b. Unwanted physical contacts of any sort which is sexual in nature including touching of sensitive body parts, brushing against another's body, hair or clothes, kissing, pinching and grabbing somebody's stuff;
- c. Displaying of pornographic and sexually suggestive pictures and/or sexual objects;
- d. Transmitting offensive written or electronic communications of sexual nature in any medium;
- e. Indecent exposure of sexual private body parts;
- f. The use of one's authority or power, either explicitly or implicitly, to
- g. Coerce another into unwanted sexual relations or punish another for his or her refusal.

(xxviii) Students borrowing books, periodicals, magazines, any documents or facilities from the Centre's library shall personally be responsible for their care and safety and shall return intact the borrowed item to the issuing officer on the date specified or agreed for the return of such item. Any student who violates this rule shall have committed a disciplinary offence and be issued with a written warning in case of non-submission of the item borrowed within a specified time or compensation to the value of the item in the event of loss, destruction or damage of the item borrowed.

(xxix) Any form of dishonesty, disorderly conduct or unbecoming behavior by any student of the Centre both on and off campus shall be a disciplinary offence punishable by penalties ranging from oral, written warning to a suspension for a period of not less than fourteen (14) days or expulsion, depending on severity or gravity of the offence as shall be determined by disciplinary committees.

(xxx) It shall be a disciplinary offence punishable by suspension of not less than fourteen (14) days to conspire to defeat any provision of these By-Laws.

(xxxi) It shall be a disciplinary offence punishable by suspension of not less than fourteen (14) days to forge a document or perpetuate forgery with an intent to cause lies to any person, Centre or any others institution.

(xxxii) It shall be a disciplinary offence punishable by suspension of not less than fourteen (14) days to collect or charge money from any student or group of students without the prior permission of the Centre's authority.

NB: A table summarizing disciplinary offenses and their respective penalties is presented in Part XI

PART V DISCIPLINARY ACTIONS

Disciplinary actions on defaulting persons shall be taken in accordance with these provisions regardless of whether that conduct involves an alleged or proven violation of law or not.

- (i) An instructor has the authority to exclude a student from any class session in which the student shows disorderly or disruptive conduct. The instructor should report the matter in writing to the Dean of Students at the Centre.
- (ii) Nothing here-in shall be construed to deny students their legal and/or constitutionally protected rights.

A: General Procedures for Disciplinary Sanctions

This section describes the general procedures under the Students' code of Conduct for enforcing the Centre's rules and regulations. Procedures to be used at each step of the process are described in these regulations. In all situations whether handled formally or informally, basic standards of fairness shall be observed in the determination of:

- (i) The truth or falsity of the charges against the student;
- (ii) Whether the alleged misconduct violates this code; and if so;
- (iii) The sanctions to be imposed.

The Criteria for judging a student's misconduct shall include, but not limited to; the standards of conduct as stated in **Part A**. Informal hearing shall use the procedures governing brief adjudicative proceedings. Formal hearing shall be conducted by the Disciplinary Appeal Board (DAB) and shall follow the procedures required for formal adjudicative proceedings. Informal settlements may also be conducted.

- 1) Persons who believe that a violation of the Students' Code of Conduct has been committed should contact the Office of the Dean of Students (ODS).
- 2) The Office of the Dean of Students is vested with the power to initiate disciplinary proceedings against a student under this code of conduct. The Dean may delegate the authority to initiate disciplinary proceedings consistent with these rules and regulations to members of the staff and the members of students' Ministry of Ethics and Discipline. The delegation constitutes Student-Centre,s Hearing Panel (SCHP) as an advisory body in disciplinary matters.
- 3) The ODS shall begin a disciplinary proceeding by holding, or directing the SCHP to hold an informal hearing with student(s) charged with the misconduct. Based on informal disciplinary hearing, the ODS may choose to exonerate the student, dismiss the action, impose an appropriate sanction and /or refer the matter to the Students' Disciplinary Committee (SDC) whereas;
 - (i) The sanction of expulsion has been recommended; or
 - (ii) The sanction of restitution whose value shall be prescribed from time to time has been recommended; or
 - (iii) The sanction of suspension has been recommended; then the matter shall be referred directly to the DAB.
- 4) Students have the right to appeal against any sanction imposed at an informal hearing to the SDC, except that when such a sanction identifies an existing or potential exceptional circumstance, the matter shall be referred directly to the DAB.
- 5) All decisions of the SDC identifying existing or potential exceptional circumstances as deficient, shall be referred directly to the DAB. In most

cases, the DAB conducts an Administrative review through a formal hearing.

- 6) Any decision based on a formal hearing conducted by the DAB may be appealed to the Director of the Centre or his/her delegate for a final review. All orders regarding expulsion shall be reviewed by the Director or his/her delegate. Orders given by the Director's delegate shall be subject to approval by the Director of the Centre.
- 7) The Director or his/her delegate may take an emergency disciplinary action when a student(s)' conduct threatens the health, welfare or safety of the Centre's community or members thereof and /or damage of property.
- 8) When questions of mental or physical health are raised in misconduct cases, the Office of the DCFR shall cause the medical examination to be done before two Consultant Physicians designated by a Medical Officer approved by the Centre. If the student agrees, the Consultant Physicians may call upon the approved Centre's health facility or any other professional assistance they deem necessary. After examining the student, the Consultant Physicians shall recommend to the Office of the DCFR as to whether the case should be handled as a disciplinary matter or medical case.
- 9) The following authorities conducting proceedings under these rules and regulations have the authority to issue protective orders and summons:
 - The Office of the Dean of Students,
 - The Chairperson of the Disciplinary Appeal Board, and
 - The Director of the Centre or his/her delegate.
- 10) In a case involving an alleged offence, the victim and the accused are entitled to the same opportunities to have others present during a disciplinary hearing and they shall both be informed of the outcome of such disciplinary proceedings.
- 11) Any final order resulting from a disciplinary proceeding shall become part of the student's disciplinary record, unless the student is exonerated.

12) In accordance with constitutional rights and privacy, all hearings conducted under these rules and regulations shall generally be held in a closed session in respect of the privacy of the student concerned. However, a student may waive this requirement in writing and request a hearing in an open session and the Office of the Dean of Students under the presiding officer shall conduct the hearing in a room that will accommodate a reasonable number of observers. The presiding officer may exclude from the hearing room any person who is disruptive of the proceedings and may limit the number of persons who may attend the hearing in order to afford safety and comfort to the participants and orderliness to the proceedings.

NBA student's complaints Form (Form No. 4) is appended.

B: Disciplinary Sanctions

The following disciplinary sanctions may be imposed on student(s) for misconduct:

1) Disciplinary Warnings and Reprimands

Action may be taken to warn or to reprimand a student for violation of the Centre's rules and regulations, procedures, policies standards of conduct or orders. Warning and reprimands shall always be made in writing and shall include a statement that continuation or repetition of the specific misconduct or other misconduct will normally result in one or more serious disciplinary sanctions such as restitution, disciplinary probation, suspension or expulsion.

2) Restitution

An individual student may be required to retribute for damage or other loss of property and for injury to persons. Failure to pay, or to make in writing Centre's approved arrangements to pay, shall result in cancellation of the student's registration and will prevent the student from registering with the Centre.

3) Disciplinary probation

A student may be placed on disciplinary probation (meaning formal conditions are imposed on a student's continued attendance) for violation of Centre's rules and regulations, procedures, and policies, standards of

conduct or orders. The duration and conditions, if any for the disciplinary probation shall be specified in writing. Disciplinary probation serves as a warning to a student that further misconduct may lead to suspension or expulsion from the Centre.

4) Suspension

A student may be suspended from the Centre for violation of Centre's rules and regulations, procedures, policies and standards of conduct or order. The duration and conditions, if any, for the suspension shall be specified in writing. Suspension serves as a warning to a student that further misconduct may lead to expulsion from the Centre.

5) Expulsion

A student's enrolment in the Centre may be terminated for violation of Centre's rules and regulations. A termination is considered as a serious sanction and shall be imposed only after the formal due process review provided for in this Code, policies, and standards of conduct or orders.

C: Jurisdiction

- 1) The Dean of Students or his/her delegate may initiate any disciplinary action related to violation of any of the Centre's rules and regulations, procedures, policies and standards of conduct or orders. Jurisdiction in such cases may be transferred to the Head of Department, School or College in which the student is enrolled if the alleged misconduct bears upon the student's fitness to continue in the Department.
- 2) Other departments of the Centre shall have proceedings separate and distinct from the Students' Code of Conduct. For example;
 - a) Campus traffic regulations are under the general jurisdiction of the Centre's Security Department with the jurisdiction to hear and decide all cases involving violations of traffic regulations.
 - b) The Library board has the authority to consider all library cases.

PART VI
DISCIPLINARY HEARING

A: Informal disciplinary hearing

- 1) The Office of the Dean of Students may initiate a disciplinary proceeding by conducting or directing a member of staff serving in the office of the Dean of Students to conduct an informal hearing with the student accused of misconduct. This informal disciplinary hearing may be nothing more than a face-to-face meeting between initiating officer(s) and the student(s), and no special notice of the meeting is required. The purpose of this informal disciplinary hearing is to provide an opportunity for the student to respond to allegations of misconduct before a disciplinary action is taken and the student loses any rights to an informal hearing by his or her failure to attend.

- 3) During an informal disciplinary hearing the student must be provided with the following information:
 - a) The alleged misconduct;
 - b) The specific section(s) of the Students' Code of Conduct allegedly violated; and
 - c) The possible sanctions that may be imposed.

- 4) If the order imposes a sanction and exceptional circumstances as defined in section, the matter shall be referred directly to the Disciplinary Appeal Board and the student shall be informed that he/she has the right to request a formal hearing.

- 5) If the order imposes a sanction, then the student must be informed that he or she has fourteen (14) days from the date of order (or twenty-one (21) days from the date of mailing of the initial Students' order) to request a hearing before the Students' Disciplinary Committee. If the student chooses not to appeal, the order becomes the final.

- 6) Within ten (10) days of the conclusion of the hearing and any associated investigations, the student shall be provided with a written order which shall include a statement of the decision, the reasons for the decision and information about appealing against the decision. In a case involving a victim, both the victim and accused shall be informed of the outcome of the hearing.

- 7) A student may request a hearing by the Students' Disciplinary Committee at any time during these informal proceedings.
- 8) The official record of this informal hearing shall consist of all documents prepared or considered by the office of Dean of Students with regard to the dispute at hand.
- 9) Any initial order from the Students' Disciplinary Committee may be appealed by timely submission of a written petition to the Disciplinary Appeals Board.
- 10) If the appeal is not lodged by a student(s) to the appropriate body within fourteen (14) days of the initial order (or within twenty-one (21) days of the date when the Centre mailed the initial order to the student). The right to appeal is waived and the order becomes final whereas;
 - a) All initial orders shall be hand delivered, mailed or electronically mailed to student(s) concerned.
 - b) Any student involved in a disciplinary hearing is required to provide his/her current and accurate contacts to the Office of the Dean of Students.
- 11) All petitions for appeal shall be made in writing to the Director of the Centre. The petition shall state the reasons for the appeal and indicate points of disagreement with the initial order.
- 12) A student wishing to request a formal hearing before the Disciplinary Appeal Board, s/he shall write a petition for appeal stating that a formal hearing is being requested and must identify the specific exceptional circumstances warranting such a hearing.
- 13) After conducting an appropriate review, the Appeals Board may sustain, reduce or vacate the sanction imposed by the initial order, except that if the review is in the form of a formal hearing before the Appeals Board, whereby that Board may increase any sanction.
- 14) Only the office of the Director of the Centre may issue a final order of expulsion.

15) Sanctions, if any, shall be imposed only after an order becomes final.

B: Formal Disciplinary Hearing

1. Students' Disciplinary Committee (SDC)

The SDC shall be composed on a need basis and shall consist of seven (7) members appointed by the Director, two of whom shall be from the students' board (CEFRESO). The Committee shall appoint their chair, who is not a student, to preside over a particular session.

- (i) The Chairperson shall ensure that procedural safeguards and guidelines are followed accordingly;
- (ii) The Chairperson shall decide all procedural questions that arise in relation to hearings, including ruling on evidence and challenges to the impartiality of committee members;
- (iii) The Chairperson shall have the discretion to regulate all aspects of the proceedings.
- (iv) The Chairperson shall take whatever steps necessary to ensure that hearings conducted in a safe and orderly manner.

The quorum shall consist of five (5) members two of which must be students. The notice to appear before student's Disciplinary Committee (Form No. 3) is appended.

1.1 Hearing before the Students' Disciplinary Committee

The purpose of a hearing before the SDC is to provide all parties with the opportunity to present evidences and arguments before disciplinary sanctions are imposed. Based on the evidence presented at this hearing, the Committee shall determine whether or not the student has engaged in the alleged misconduct. If there is a finding of misconduct, the committee shall then determine the appropriate sanction(s) to be imposed.

- 1) When a hearing is scheduled before the SDC, the Chairperson shall provide the student with a written notice of the following information:
 - a) The time and place of the hearing;
 - b) The allegations of misconduct against the student;
 - c) A list of all witnesses who may be called to testify;
 - d) A description of all documentary and real evidence to be presented at the hearing including a copy of his or her disciplinary file; and
 - e) The sanctions that may be imposed at the hearing if the allegations of misconduct are found to be true.

- 2) The Chairperson of the committee shall adhere to the following procedures at all disciplinary hearings;
 - a) The student shall be provided with a reasonable opportunity at least seven (7) days to gather evidence, contact witnesses, and prepare a defense for the hearing.
 - b) The student may be accompanied by an advisor of the student's choice.
 - c) The student is entitled to hear a testimony and examine all evidences that are presented at the hearing in response, the student may present evidence and witnesses on his/her own behalf and may question any of the witnesses. No student shall be compelled to give self-incriminating evidence.
- 3) Evidence shall be admissible at the hearing if it is the type of evidence that reasonably prudent members of the Centre community would rely upon in the conduct of their affairs.
- 4) The Office of the Dean of Students shall prove by a preponderance of the evidence presented at the hearing that the student has engaged in the alleged misconduct. The ODS shall base its factual determination solely on the evidence presented at the hearing.
 - a) Decisions of the Committee shall be reached by consensus
 - b) If the Committee fails to reach a decision by consensus, a simple majority vote shall apply.
- 5) If the SDC cannot reach a decision by simple majority vote, the Chairperson shall have a casting veto.
- 6) If the committee determines that the student has violated the Centre's rules, regulations, procedures, policies, standards of conduct, or orders, it shall determine the appropriate sanction.
- 7) The Chairperson of the SDC shall provide the student with a written statement of the committee's decision within seven (7) days of the conclusion of the hearing. This written statement shall include the committee's factual findings, the conclusions that have been drawn from those findings, the reasons for the conclusions, and the sanctions, if any, to be imposed. If sanctions are imposed, the student shall also be informed

of the appropriate procedures for appealing the committees' decision. In a case involving an alleged offence, both the victim and the accused should be informed of the outcome of the hearing.

- 8) This written statement of the Committee's decision shall be the Committee's initial order. If the student chooses not to appeal, the initial order of the SDC becomes the final order at the end of the appeal period set forth in **Part F (7)**, except that orders of expulsion shall be referred to the Director.
- 9) The student may choose to present evidence to the Chairperson of the SDC rather than at a hearing before the committee. The student's waiver of the right to a hearing before the SDC shall be submitted in writing to the Chairperson of the committee. The Chairperson shall submit the student's evidence and arguments to the full committee, which shall make its decision based on the chairperson's report.
- 10) All proceedings of the Committee shall be conducted with a reasonable dispatch and be terminated as soon as possible, consistent with fairness to all parties involved. The Chairperson shall be at the discretion to continue or terminate the hearing.
- 11) An adequate summary of the proceedings shall be kept. Such a summary includes all documents that were considered by the committee and may include a recorded testimony and any other documents related to the hearings.
- 12) A report of the SDC shall, upon a written request by the student or students involved and subject to the requirements for privacy, shall be made available to members of the Centre's community through the Office of the Dean of Students.
- 13) A student has the right to appeal in writing to the Disciplinary Appeals Board if s/he is not satisfied with the sanction imposed.

PART VII

APPEALS FOR DISCIPLINARY ACTIONS

Disciplinary Appeals Board (DAB)

The DAB shall consist of the Chairperson; who is the Director of the Centre, and seven (7) members appointed by the Director, provided that members of the SDC cannot be part of the DAB. At any meeting of the DAB five (5) members shall constitute a quorum.

The main function of the DAB is to receive and deliberate on appeals coming from the Students' Disciplinary Board.

- a) Board members may be disqualified from a particular hearing for a conflict of interest.
- b) A student before the DAB may challenge the impartiality of a Board member by a written petition.
- c) DAB shall conduct a formal hearing within thirty (30) days upon the student's written request.
- d) The DAB shall give a sanction within fourteen (14) days after the formal hearing.

Hearing procedures

The Chairperson of the DAB shall schedule the time and place of the hearing and give a written notice five (5) days in advance to all parties. The notice shall include:

- a) The names and addresses of all parties to whom the notice is being given and if known, the names and addresses of their representative(s);
- b) The name, business, address, and telephone number of the person designated to represent the Centre at the hearing;
- c) The official file number and name of proceeding;
- d) The name, mailing address, and telephone of the Chairperson of DAB;
- e) A statement of the time, place and nature of hearing;
- f) A statement of the legal authority and jurisdiction under which the hearing is to be held;
- g) A reference to the particular sections of the charges against the student.
- h) A short and plain statement of charges against the student; and
- i) A statement that a student who fails to attend the hearing or otherwise respond to this notice may lose his/her right to a formal hearing

The chairperson of the DAB shall schedule the time and place of the hearing and give a written notice five 5 days in advance to all parties. The notice shall include:

- 1) The student may be represented by a counsel and or be accompanied by an advisor of the student`s choice. No student shall be compelled to give self –incriminating evidence.
- 2) The chairperson shall afford both parties the opportunity to respond, present evidence and argument, conduct cross-examination and submit rebuttal evidence.
- 3) Testimonies of parties and witnesses shall be made under an oath or an affirmation.
- 4) The Chairperson of the DAB may issue summons and enter protecting orders.
- 5) The findings, conclusions and decisions by the DAB shall be based exclusively on the evidence of the record from the hearing on the matter officially noted in the record.
- 6) The Board shall enter an initial order which shall be saved in writing on the student in not more than twenty (20) days after conclusion of the hearing.
- 7) The student shall be informed of procedures for appealing the decision. If the student does not appeal against the SDC decision, the SDC decision shall stand.
- 8) The Chairperson shall maintain an official record of the hearing.

NB The Appeal Form (Form No. 2) is appended

PART VIII GENERAL INSTRUCTIONS AND PROCEDURES

A: Library Regulations

1. All students are entitled to use library services.
2. All such users must have a Centre`s identity card.

3. A student must produce a library card when borrowing library materials.
4. ID card and library cards are not transferable.
5. Lost or stolen cards should be reported immediately to the relevant authority.
6. All materials borrowed from the library must be returned by the due date and time. Borrowers with overdue material may not be permitted to borrow additional items, or renew other items until such time as all overdue items are returned.
7. Fines may be levied on overdue items.
8. Users are liable for the cost of replacements or repairs of material lost, damaged or defaced while in their possession.
9. Unauthorized removal or attempted removal of any item from the Library shall be regarded by the Centre as a serious offence.
10. Library users must refrain from behaviors which would cause disturbance to other users.
11. Smoking, eating, drinking and the use of mobile phones and personal stereos are strictly forbidden.
12. Items left on Centre's property are left entirely at the owner's risk. The Centre accepts no responsibility for any loss, damage or theft of such items.
13. Users are required to co-operate fully with the requests made by any member of the Library staff to allow the items in the possession of the user to be inspected, and failure to render such co-operation will be regarded as a serious offence.
14. The Library Working Hours shall be as follows:
 - Mondays to Fridays - 8.00 am – 10.00 pm
 - Saturdays - 8.00 am – 8 .00 pm

- Sundays - 8.00 am – 2.00 pm
- Public holidays - *Not open.*

B. PERMISSION TO TRAVEL DURING A SEMESTER

- i) Students intending to travel for less than a week have to notify the office of the Dean.
- ii) Students intending to travel and who are certain of missing lectures, seminars, tests, assignments examinations shall notify the office of the DDARC in writing.
- iii) All official trips shall be coordinated by the office of the Dean of Students.

C: CATERING SERVICES

- i) Cafeteria services shall be available on the campus under private management.
- ii) Students utilizing the catering services at the campus are required to observe the cafeteria regulations as stipulated by the Centre.
- iii) CEFRESO shall take part in negotiations and agreement on evaluation of menu, quality and safety.

D: DRESS CODE

The following is the dress code for the Centre for Foreign Relations, to be observed at all times. This dress code shall be read and observed in conjunction with the *Public Service Circular No. 6 of 2020 on Dress Code.*

Indecent dress for female students

This will be a dress of whatever design which does not cover sensitive parts of the body above the knees, stomach, breasts, waist and or back, being trousers of whatever design and or, skin tights or/ and with transparent materials, being a dress, which is too tight and or/ and with larger openings of slits showing the body above the knees.

Indecent dress for male students

A dress of whatever design which does not cover sensitive parts of the body above the knees, chest, stomach, armpits, being short trousers of whatever design or style, trousers which are so tight and or /loosely hanging below the waist.

- a) **The following may be worn by diplomat trainees at the Centre;**
- (i) Long trousers in dark colors with short/long sleeve shirts. Neckties and blazers can be worn if weather permits
 - (ii) Safari suits
 - (iii) Lounge suits, long dress/dress should be at least below the knees
 - (iv) Robe (*kanzu*) and coats
 - (v) CFR's T- Shirts on special days
 - (vi) Kitenge material clothes
- b) **Diplomat trainees are not allowed to wear the following at the Centre: -**
- (i) Jean trousers, short shirts and short dresses
 - (ii) Miniskirts /gowns (above knees), any other T-shirts
 - (iii) Open shoes (of any kind)
 - (iv) Tight clothes, skirts/trousers, short sleeved dresses/vests
 - (v) Caps/hats/ (unless under approved grounds)
 - (vi) Colored hair
 - (vii) Vitenge / kanga wrap dresses
 - (viii) Rubber/training shoes
 - (ix) Any political party's attire
 - (x) Slippers (*Kandambili*)
 - (xi) During special occasions like presentation of credentials, banquets and mock state banquets diplomatic trainees must wear the proper dress code. **Lounge suits**, and dark colored suits are highly recommended.
 - (xii) Men are not allowed to wear ear rings.
 - (xiii) Clothing with derogating, offensive and or lewd messages either in words or pictures are strictly prohibited.
 - (xiv) Clothing with inappropriate advertising pictures and the sayings that are contrary to the mission and vision of the Centre e.g. adverts promoting the use of alcoholic beverages, illegal drugs, cigarettes etc is prohibited.
 - (xv) In the event that a student has a special reason for not abiding to the Centre's dressing code, he/she shall report the matter to the Dean of students and receive a prior written approval.
 - (xvi) For the purpose of this provision special circumstances include medical recommendation from a certified government medical doctor, pregnancy or any other acceptable circumstances as

determined by the Dean of students basing on the prevailing circumstances. The security guards, lecturers and CEFRESO leaders deserve the right to stop any student(s) from entering or staying at the CFR campus in case of violation of this dress code.

E: SPORTS AND GAMES

Sports and games organized by the Centre include but are not limited to; football, table tennis, volleyball, netball, basketball and athletics. A Student may engage in at least one of the sports and games mentioned.

F: CEFRESO FUNDS

Transactions for all CEFRESO funds are stipulated in the Students' Financial Regulations of 2020/2025.

PART IX

4: Resuming studies after suspension

- (i) A suspended student shall report to the Dean of Students one day following the last day of his/her suspension.

PART X REVIEWS AND AMENDMENTS

A: Interpretation of these By-laws

- Any dispute arising from the interpretation and application of these By-Laws shall be referred to the Governing Council whose decision shall be final.

B: Delimitations of these Bylaws

- These By-laws are not exhaustive of rules and regulations governing students' conduct at the Centre's and do not exclude the application of specific regulations in various settings including but not limited to the Centre's library, laboratory and examinations regulations.

C. Amendment of By-laws

- The Centre shall have power to amend or repeal these By-laws subject to procedures and approval of the relevant authorities.

D. Publishing of By-laws

- It shall be the duty of the Centre to publish these by-laws and they should be brought to the notice of the students in such a manner as the Board may determine.

PART XI DISCIPLINARY OFFENCES AND PENALTIES

<i>Offence</i>	<i>Penalty</i>
1) Conduct which is likely to cause damage	Written warning
2) Conduct which causes damage	Fine
3) Conduct which is likely to cause defacement or violence to any person or property within the Centre's provided that such conduct is that of a student towards another student, member of the Centre's community or any employee of the Centre.	Suspension
4) Act or conduct which obstructs or is likely to obstruct and or frustrates or is likely to frustrate; a) Any work in the lecture hall, class, laboratory, library, or other instructional activity authorized by the Centre. b) Any meeting, function or lawful activity authorized by the Centre.	Written warning
5) Failure to comply with a lawful order or directive by a competent authority.	Suspension
6) Use of slanderous, abusive, obscene or threatening language by any student(s) against any student, officer or employee of the Centre.	Suspension
7) Forging a document or perpetrating forgery with intent to cause lies to any person, Centre or any other institution.	Suspension
8) Bribery	Expulsion
9) Inviting a student or any person who has been barred from the Centre's premises.	Written warning
10) Refusal or failure to abide by, and/or ruining the decision imposed by the Disciplinary Authority or any other competent authority of the Centre.	Suspension/Expulsion
a) Unauthorized holding of Students' meetings at the Centre.	Suspension
11) Inviting outsiders as guest speakers without the permission of the Centre's Authority.	Written warning
12) Willful writing of defamatory literature and or uttering insults or obscene language by any student or group of students against any other student or groups of students	Written warning

or any employee of the Centre, Government or any leader.	
13) Sexual harassment that includes attempted rape, rape and incident assault	Expulsion
14) Harassment of other kinds that may be reasonably interpreted as offending to a fellow student or cause the student to feel threatened, humiliated, patronized or harassed or which interferes with the students smooth and peaceful pursuance of his/her studies.	Written warning
15) Mismanagement and/or embezzlement of Students' Organization funds and/or funds.	Suspension
16) Possession of lethal weapons within the campus.	Expulsion
17) Arriving later than three weeks after the beginning of a semester	Refusal of registration
18) Failure to pay any debts owed to the Centre.	Withholding results
19) Failure to return Centre's property such as room keys, books and other equipment or materials.	Withholding results
20) Demonstration, strikes and boycotts	Expulsion
21) Drug use	Expulsion followed by legal redress
22) Bringing alcohol in the Centre's premises	Written warning
23) Breach of Dress Code	Written warning (and / or expulsion for a repeated case)
24) Interfering with others' spiritual beliefs	Written warning

APPENDIX 2: DRESS CODE

The Centre for Foreign Relations is a diplomatic institution, which enjoys diplomatic privileges and immunities spelt out in the Vienna Convention on diplomatic relations (1961). In view of this, all diplomat trainees must dress properly at all times, and befitting the status of the Centre. The following is, therefore, a dress code for the Centre for Foreign Relations, to be observed at all times. This dress code must be read and observed in conjunction with the ***Public Service Circular No. 3, on Dress, 2007***, a copy of which is available in the Centres Library;

1. Diplomat trainees inside and outside the Centre's campus shall dress in ***smart casual***. Weather permitting, they may dress in suits. Neck-ties and scarves are highly encouraged.
2. During official functions diplomat trainees may wear any of the following:
 - a. Safari suits;
 - b. Lounge suits;
 - c. Kitenge wrap-on;
 - d. Robe (*kanzu*). *Barghashia* and coat mandatory if opting for *kanzu*;
 - e. Dark-colored Western suits; and
 - f. Hijab (you may wish not to cover the entire face).
3. During special occasions like credentials presentation and banquets,
 4. The following must ***not*** be worn on Centre's campus:
 - a. Slippers (*kandambili*), except on medical grounds;
 - b. Training/ rubber shoes;
 - c. Open shoes, except on medical grounds;
 - d. Jeans, T-shirt, *khangas* and other unauthorized wrap-ons;
 - e. Minis, shorts, transparent and all awkwardly cut and slit dresses;
 - f. ; and
 - g. Strong, offensive, cheap perfumes, un-kept beards and hair.

This Dress Code is mostly unisex. Non-compliance to the Dress Code shall attract reprimands and restricted access to the Centre's premises and services.

APPENDIX 3: FORMS

FORM No. 1

Complaints Form to Students' Disciplinary Committee

A: Personal Particulars

1. Full name:
2. Registration Number:
3. Programme:
4. Mobile No:

B: Description:
.....
.....

C: Signature: Date:

FORM No. 2

Appeal Form

A: Personal Particulars

1. Full name:
2. Registration Number:
3. Programme:

B: Description: (attach a copy of the SDC decision)
.....
.....

C: Date of decision appealed against:

D: Date of receiving the decision:

E: Grounds for Appeal
.....
.....

F: Signature of the Appellant: Date:

FORM No. 3
Notice to appear before Students' Disciplinary Committee

Dear

Please take note that a proceeding has been initiated against you on allegation of

 ...

You are therefore required to appear in person onday of
 20at.....hrs to for a formal hearing to
 convened..... (place).

Signed.....Date:

.....
 CHAIRPERSON

FORM No. 4

STUDENT COMPLAINT'S FORM SUBMITTED TO THE DEAN OF STUDENTS

Date	Name of Student	Reg	Complaints	Source of Complaints	Signature

REPORT OF THE DEANS OF STUDENTS

.....

STUDENT'S COMMENTS

.....

Student's Signature.....Date:

APPENDIX 4: FIELD REPORT REQUIREMENTS



TANZANIA-MOZAMBIQUE CENTRE FOR FOREIGN RELATIONS

FIELD REPORT REQUIREMENTS

Your field report should be submitted on the...../...../.....20. Kindly adhere to time and write an academic worthy report. Your report will carry 40% of the marks while your agency supervisor report will carry 60% of the marks. The content of the report should include the following:

PRELIMINARY PAGES

- i. A Cover page: Titles shall be in Times New Roman, Font 12, Bold, Double Spaced (2.0) and Centered. The text that precedes it should be Font 12, Bold, Double Spaced (2.0) and Centered.
- ii. Title Page: consists of name of the agency, name of student, student registration number, name of agency supervisor, and program
- iii. Declaration and Copyright
- iv. Certification
- v. Acknowledgement
- vi. Abstract
- vii. Abbreviations and Acronyms
- viii. Table of Contents: Note the styling of the Table of Contents. Strictly stick to the format given.

NOTE: The entire work shall be in **Font size 12**, with the paragraphs aligned to both left and right margins (**JUSTIFY**). All of the text shall be **ONLY** in **Times New Roman**.

Plus, note the allocation of page numbers. The cover page and the title page are **NOT** numbered.

2. REFERENCING STYLE

All publications cited in the text should be presented in a list of References as shown in the example below using the APA method.

Author as part of the text, the year of publication in parenthesis.

Malisa (2004) further stressed that it is evident...

Author and year in parenthesis.

..... toward class and other students (Weinstein, 2007).

The following are examples of citing from two authors: Cite both names each time the reference appears in the text. Do not use et al.

Emmanuel and Rose (2008) further stressed that it is evident...

Authors and year in parenthesis, use the symbol ‘&’ to separate the authors, followed by comma to separate the year.

...toward cows and other animals (Ismaeel & Ahmed, 2009).

The following are examples of citing from three and more authors:

Cite all the name of the authors the first time you cite.

Kimaro, Joseph, and Moureen (2006) pointed out.

Cite the same three and more authors within the same paragraph. In this situation, cite the first author followed by et al. and exclude the year

Kimaro, Joseph, and Moureen (2006) pointed out ... Kimaro et al. also...

Cite the same three and more authors in subsequent paragraphs. In this case, cite the first author, et al., and include the year of publication.

Kimaro et al. (2006) discovered...

The following illustrates some common referencing formats.

Journal Article:

Guion, R.M. 1973. A note on organizational climate. *Organizational Behaviour and Human Performance*, 9(1), 120 – 125.

Book:

Schein, E.H. 1980. *Organizational psychology* (3rd ed.). Englewood Cliffs, NJ: Prentice-Hall.

Article or Chapter in Book:

Guion, R.M. 1991. Personnel assessment, selection, and replacement. In M.D.

Dunnet & L.M. Hough (Eds.), *Handbook of industrial and organizational psychology* (pp. 327 - 397). Palo Alto, CA: Consulting Psychologists Press.

Dissertation or Thesis:

Mauer, K.F. 1976. *The assessment of human resources utilization*. Unpublished D Com Thesis. Rand Afrikaans University, Johannesburg.

From the Internet:

United Nations. 2002. *New marketing strategies* [online]. Available at: <http://www.admar.com/marketing2001/> (Accessed 10 December 2002).

3. SPECIFICATION OF THE FIELD WORK REPORT**3.1 Length of the Research Paper**

The length of the field report should be between 3000 to 5000 words or 10 to 20 pages written in Times New Roman 12.

3.2 Font Size and Referencing Style

The entire text should be in Times New Roman 12. Candidates are to consistently use the APA Referencing style when writing and referencing.

3.3 Paragraphs and Spacing

A paragraph must have at least two full lines of text. All paragraphs should be “justified”. Use double spacing between lines.

3.4 Numbering

It is customary to provide numbers to main headings and subheadings. We recommend the use of the alphanumeric system. Number the main headings in your text from 1.0. The first subheading will be 1.1 and the first subheading under 1.1 will be 1.1.1. Follow the procedure for the second and subsequent main headings and their respective subheadings, for example, 2.0, 2.1, 2.2.1, 2.2.2, 2.2.3, 2.3, 2.4, 3.0, 3.1, 3.2, 3.3, 3.3.1, 3.4. Keep in mind in the table of content the third sub heading will be written in Italics as shown in the example.

3.5 Submission

Upon completion TWO spiral bound copies of the final report should be submitted. All pages should be permanently secured.





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