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MESSAGE FROM THE DIRECTOR

We are delighted that you are interested in enrolling at the Centre for Foreign Relations (CFR). The Centre for Foreign Relations was formerly known as the Mozambique Institute of FRELIMO freedom fighters. After the Republic of Mozambique attained its independence and within the framework of fraternal spirit forged with Mozambique during its liberation struggle, as well as that wider Pan-African stance prevailing then, the two countries transformed the Mozambique Institute based at Kurasini in Dar es Salaam into a Mozambique-Tanzania Centre for Foreign Relations.

The Centre is on record to have trained over 1000 (one thousand) Tanzanians through regular programmes and about 500 (five hundred) through short course/special programmes. In addition, the Centre has trained over 190 (one hundred and ninety) individuals from Mozambique, South Africa, Algeria, Angola, Botswana, Burundi, Rwanda, the Democratic Republic of Congo (DRC), Guinea, Kenya, Libya, Malawi, Namibia, Palestine, Sudan, the Islamic Republic of Iran, Yemen, Zambia and Zimbabwe.

The Centre comprises a unique community of students and staff and is dedicated to becoming a centre of excellence, and a special “think tank”, in International Relations, Diplomacy and Strategic Studies. We are proud for our contribution in producing competent scholars who directly contribute to the development of our glorious nation and the continent of Africa.

We assure our clients that we will offer the best possible environment for interactive and participatory learning. The Centre is committed in ensuring that upon completion of their studies, students will be filled with knowledge, skills, understanding and memorable experiences that can be treasured for life. We recognize that the varsity experience encompasses more than academic activities that is why 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 content, 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.

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.

All the best,

Felix Wandwe, *ndc*

Director

July, 2022

PART ONE

GENERAL INFORMATION

1.1 Background

The Mozambique - Tanzania Centre for Foreign Relations (MTCFR), herein referred as the Centre was established in January 1978, by an agreement between the governments of the United Republic of Tanzania and the Republic of Mozambique, signed by the then Ministers for Foreign Affairs of Tanzania and Mozambique. The Centre has been incorporated in the Diplomatic and Consular Immunities and Privileges Act No. 5 (1986) that gives it a diplomatic status. This prospectus therefore is based on the Constitution, Diplomatic immunity, Act and other Government Directives in the current situation of the Centre.

1.2 Vision, Mission and Core Values

1.2.1 Vision

To be a centre of excellence in national, regional and international affairs.

1.2.2 Mission

To provide high quality scholarly services through training, research and consultancy in diplomacy and strategic studies in the context of national, regional and international affairs.

1.2.3 Core Values

In pursuit for excellence, MTCFR is guided by the following values:

- (i) **Integrity:** Committed to act honestly, fairly and openly, to honour its commitments.
- (ii) **Professionalism:** Committed to comply with acceptable standards and quality assurance.
- (iii) **Customer service excellence:** Dedicated to provide best possible whilst adopting to the changing requirements.
- (iv) **Teamwork:** Committed to promote a sense of shared and collective responsibility.
- (v) **Creativity and Innovation:** Committed to support continuous learning and encourage creativity and innovation in academic and administrative matters in order to achieve its overall strategic goals.

1.3 Functions of the Centre

The following are the functions of the Centre as stipulated in article 3 of its constitution:

- (i) 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;
- (ii) To conduct training programmes in such subjects associated with international affairs and diplomacy as the Governing Council may from time to time decide;
- (iii) To engage in research into the problems and needs of selected subjects and to evaluate the results achieved by its training programmes;
- (iv) To provide advisory and other ancillary services to the Governments and such other bodies or organizations as may be determined by the Governing Council;
- (v) To sponsor, arrange or provide facilities for conferences and seminars on subjects within the competence of the Centre;
- (vi) To arrange for publication and general dissemination of material produced in connection with the work and activities of the Centre; and
- (vii) To undertake or enter into any transaction which in the opinion of the Governing Council is calculated to facilitate the proper and efficient carrying on of its activities and proper performance of its functions.

SENIOR OFFICERS OF THE CENTRE

CHAIRPERSON OF THE GOVERNING COUNCIL

Ambassador Ramadhan M. Mwinyi

DIRECTOR

Mr. Felix M. Wandwe, *ndc*: B. Com (Accounting)University of Dar Es Salaam, MBA (Finance)Mzumbe University, MA (Security and Strategic Studies)National Defence College.

DEPUTY DIRECTOR ACADEMICS, RESEARCH AND CONSULTANCY

Dr. Annita A. Lugimbana: BA. (Education) University of Dar Es Salaam, MA (Education) University of Dar Es Salaam, PhD (University of Dar Es Salaam).

DEPUTY DIRECTOR PLANNING, FINANCE AND ADMINISTRATION

Dr. Jacob G. Nduye: B.Com (UDSM), MBA (UDSM), PhD. (Forthare).

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

Department of International Relations and Diplomacy

Ms. Desderia C. Sabuni: ADA (IFM), PGD. ED (CFR), MA (East Anglia).

Department of Strategic Studies

Dr. Juma M. Kanuwa: Dip.Ed (TTC), BA.Ed (IUIU), MA (UDSM), PhD. (NMU).

Department of Research, Consultancy and Special Programmes

Ms. Janeth A. Malleo: BA (UDSM), MA (UDSM), MSc (Lund), PGD (TPTC).

Department of Academics Support Services

Dr. Jason L. Nkyabonaki: BA-PSPA (UDSM-Hons.), MA-PA (UDSM), PhD (UDSM).

Heads of Sections under Department of Research, Consultancy and Special Programmes

Research and Consultancy

Mr. Frank E. Mbele: BA (Tengeru), MA (UCLAS)

Short Course and Special Programmes

Mr. Avit A. Chami: BA (MNMA), MA (SUA)

Head of Sections under Department of Academics Support Services

Examinations

Mr. Hamis Legeza: BALIS (TUDARCo), MA-IS (UDSM).

Admissions

Mr. Winfrid M. Mapunda: Dip-Ed (IAEd), B.Ed (UDSM), MSc-Information Systems Management (University of Salford).

Library

Mr. Wilson C. Mkumbo: Dip-Ed (TTC), BALIS (TUDARCo), MA-IS (UDSM)

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

Department of Planning

Mr. Emmanuel S. Cheyo: BA-(MU)

Department of Finance and Accounts

CPA. Juma A. Juma: BBA - (ZU).

Department of Students' Services

Ms. Zainab H. Mapesa: BA- Ed. (Makumira), MPA (UDOM), MASO (UDOM)

Department of Human Resource Management and Administration

Ms. Neema G. Nkalang'ango: BA.Ed (University of Dar es salaam), MA-Public Administration (Mzumbe Uuniversity).

Head of Sections under Department of Human Resource Management and Administration

Human Resource Management and Administration

Ms. Mbutolwe I. Jailos: BA. PSPA (UDSM), MA. HRM (MU)

Estate

Mr. Athumani N. Mashaka: BSc. Eng. (UDSM)

Dispensary

Ms. Eunice J. Tesha: Dip (COTC)

HEAD OF UNITS

Procurement Management Unit

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

Internal Audit Unit

CPA. Editha D. Mushi: BA (IFM)

Information and Communication Technology Unit

Mr. Abbas V. Njama: BA (IUA-Khartoum)

Public Relations Unit

Mr. Innocent L. Shoo: BA-PR (Cavindish), MA-PR (Cavindish)

Quality Assurance and Control Unit

Dr. Tumpe D. Ndimbwa: BA-Ed (UDSM), PGD-MFR (CFR), MA-IS (UDSM) ,PhD-IS (UDSM).

Legal Services Unit

Ms. Georgina M. Kinabo: LLB (Ruaha University College – A constituent College of Saint Augustine University of Tanzania); PGDL (Law School of Tanzania)

PRINCIPAL ADDRESSES

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PART TWO STUDENTS WELFARE

2.1 Introduction

Students' welfare and support is an important and critical function at the Centre. 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 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 inspection 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 CEFRESO

Constitution and the Students' Welfare Policy and Operational Procedures of 2019, among the major objective of the Organization 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 Department of Academics Support Services.

The 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 has a collection of over 12,715 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 Periodical sections have resources which are of critical value and cannot be borrowed.

The library also provides on-online resources and services through 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
Public Holidays	Closed

Vacation Time

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

2.5 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 also runs career events that provide opportunities for access to potential employers.

2.6 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.

2.7 Sports and Games

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

2.8 Religious functions

The Centre provides full freedom of worship for everybody. Even though 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 LEVELS

3.1 Programmes Offered

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

- i. Basic Technician Certificate in International Relations and Diplomacy (BTCIRD) – NTA L. 4,
- ii. Technician Certificate in International Relations and Diplomacy (TCIRD) – NTA L.5,
- iii. Ordinary Diploma in International Relations and Diplomacy (ODIRD) – NTA L.6,
- iv. Higher Diploma in International Relations and Diplomacy – NTA L.7, and
- v. Bachelor Degree in International Relations and Diplomacy – NTA L.8,
- vi. Postgraduate Diploma in Management of Foreign Relations (PGD-MFR),
- vii. Postgraduate Diploma in Economic Diplomacy (PDG-ED),
- viii. Post-Graduate Diploma in Peace and Conflict Management
- ix. Master of Strategic Governance (MSG-NTA L.9).

3.2 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, and Non-Governmental Organizations (NGOs) sectors. 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	Conflict and Security Studies	Fundamental/Supportive	10

3.3 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) sectors. 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	Fundamental/Supportive	7
IRT05211	Entrepreneurship	Fundamental/Supportive	6
IRT05213	Economic Diplomacy	Fundamental/Supportive	8

3.3.1 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).

3.4 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) sectors. 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
IRT06104	Research Methodology	Core	10
IRT06103	Diplomatic Correspondence	Core	9
IRT06105	Foreign Language	Fundamental/Supportive	8
IRT06106	National Interests	Fundamental/Supportive	6
IRT06107	Business and Management Practices	Fundamental/Supportive	9
IRT06108	Trade and Investment Promotion	Fundamental/Supportive	10

Second Semester Modules

Code	Module	Classification	Credits
IRT06202	Foreign Relations Management	Core	14
IRT 6210	Field Practical Training	Core	30
IRT06211	Field Paper	Core	10
IRT06208	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. More information regarding procedures and regulations of the module will be given in class. The two remaining modules will run in the last 7 weeks of the second semester.

3.5 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) sectors.

3.5.1 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
IRU07107	Computer Skills	Core	8
IRU07101	Life Skills	Fundamental/Supportive	8
IRU07103	Micro-Economics	Fundamental/Supportive	7
IRU07105	Foreign Language for Beginners Level	Fundamental/Supportive	10
IRU07106	Communication Skills	Fundamental/Supportive	10

Second Semester Modules

Code	Module	Classification	Credits
IRU07208	Multilateral Conferences Diplomacy	Core	10
IRU07212	International Organizations	Core	11
IRU07211	Foreign Language (Intermediate Level I)	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 (Intermediate Level II)	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.

3.5.1.1 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).

3.5.2 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 Bachelor 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
IRU08204	African International Relations and Diplomacy	Core	10
IRU08205	Leadership Skills and Management of International Organizations	Core	12
IRU08209	Foreign Mission Management	Core	12
IRU08211	Foreign Policy	Core	10
IRU08208	Trade and Investment Facilitation	Fundamental/Supportive	8
IRU08212	International Negotiations	Fundamental/Supportive	12

3.6 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 at 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 as shown in the tables below.

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 5226	Research Methodology	Core	8
MFR 5227	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

3.7 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.

First Semester Modules

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/ French I	Elective	5
Total			62

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

Second Semester Modules

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/French II	Elective	5

Total			67
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NOTE: The total number of credits has included only one elective module.

3.8 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
PCM 5111	Peace Building Practices	Core	13
PCM 5112	Conflict Management Theories and Methods	Core	13
PCM 5113	Foreign Languages Beginners Level	Fundamental	10
PCM 5114	Diplomatic Communication	Fundamental	8
PCM 5115	Contemporary Issues in Africa	Core	6
PCM 5116	Research Methodology	Core	10
SS310	Protocol and Etiquette	Optional	-

Second Semester Modules

Code	Modules	Classification	Credits
PCM 5121	Migrants, Refugees and Diaspora	Core	8
PCM 5122	National interests	Core	10
PCM 5123	International Security	Core	13
PCM 5124	Gender and Human Rights	Core	6
PCM 5125	Managing Peace Keeping Operations	Core	13

PCM 5126	Foreign Languages Intermediate Level	Fundamental/Supportive	10
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3.8.1 Delivery Model

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

3.9 Master in Strategic Governance (NTA L. 9)

This is eighteen months programme that aims at producing skilled and competent governance and strategic leadership professionals who are prepared to undertake supportive roles in local, national and global settings. The program consists of eight (8) modules with total of 180 credits conducted in three (3) semesters as follows.

First Semester modules

Code	Modules	Classification	Credits
SSG 09101	Governance Strategies	Core	21
SSG 09102	Strategic Leadership Skills	Fundamental	20
SSG 09103	Corporate Governance	Fundamental	20
SSG 09104	Strategic Information Systems	Core	21

Second Semester Modules

Code	Modules	Classification	Credits
SSG 09205	Negotiations	Core	21
SSG 09206	Research Methodology of Governance	Core	21
SSG 09207	Global Governance	Fundamental	18

Third Semester Module

Code	Modules	Classification	Credits
SSG 09308	Dissertation	Core	60

3.10 Special Programmes

- (i) International Relations and Diplomacy Basic Training Programme
- (ii) Training Programme for Foreign Diplomats
- (iii) Induction Course for Foreign Service Officers
- (iv) Ministers Counselor's Course

- (v) Ministers Plenipotentiary Course
- (vi) Post Graduate Diploma in Management of Foreign Services (PGD-MFS)
- (vii) Senior Officers Foreign Relations Management Course I
- (viii) Senior Officers Foreign Relations Management Course II

3.11 Short Courses Programme

These programmes are 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 this programme include:

- (i) The art of Diplomatic Communication;
- (ii) Tourism Diplomacy;
- (iii) Diplomatic Practices;
- (iv) Corporate Protocol and Government Relations;
- (v) Event Planning and Management;
- (vi) Protocol and Etiquette;
- (vii) Leadership Diplomacy and International Relations;
- (viii) Principles of Protocol and Media Relations;
- (ix) Protocol and Public Relations;
- (x) Essentials of Conflict Resolution & Mediation Skills; and
- (xi) Economic Diplomacy.

PART FOUR APPLICATION AND ADMISSION PROCEDURES

4.1 Admission Enquiries

The Mozambique – Tanzania Centre for Foreign Relations (MTCFR) offers Certificate, Diploma, Degree, PGDs, Masters and Short Courses in the various aspects of international relations, diplomacy and strategic studies. Information on programmes and courses offered can be found on the Centre's website <https://www.cfr.ac.tz>.

For more detailed information on admission procedures all interested

individuals are kindly requested to contact the followings:

Admission Office,
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

New applicants intending to study at the Centre for Foreign Relations must submit a written application for admission or apply online through the Centre's website. In order to get admission applicants must meet admission and 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 programme.

4.3 Mode of Application

Applications for admission are submitted through the online Application System (OAS) available on the website <https://www.cfr.ac.tz>

4.4 Admission Regulations

4.5.1 Applications that will 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 in every academic year.

- 4.5.4 All admitted students are expected to conform to the all Centre's regulations that govern the students.
- 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 not 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 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.

Table 1: Basic Technician Certificate Programme (NTA- Level 4)

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

Table 2: Technician Certificate Programme (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>Category A: Direct Entry Qualifications Advanced Certificate of Secondary Education Examination (ACSEE), 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>Category B: Equivalent Qualifications Basic Technician Certificate (NTA level 4) from any institution recognized by NACTVET with at least a second class or an average of B and above.</p>	2 years

Table 3: Bachelor's Degree Programme (NTA Level 7-8)

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

Table 4: Postgraduate Diploma Programmes

S/N	Name of Programme	Entry Qualifications	Programme Duration
1	Postgraduate Diploma in Management	<p><i>Category A: Direct Entry</i></p> <p>First degree or its equivalent from a recognized institution with a GPA</p>	1 year

	of Foreign Relations	of not less than 2.0. <i>Category B: Equivalent Qualifications</i> Advanced Diploma from a recognized institution with not less than a 'B' grade.	
2	Postgraduate Diploma in Economic Diplomacy	<i>Category A: Direct Entry</i> First degree or its equivalent from a recognized institution with a GPA of not less than 2.0. <i>Category B: Equivalent Qualifications</i> Advanced Diploma from a recognized institution of not less than a 'B' grade average.	1 year
3	Postgraduate Diploma in Peace and Conflict Management	<i>Category A: Direct Entry</i> First degree or its equivalent from a recognized institution with a GPA of not less than 2.0. <i>Category B: Equivalent Qualifications</i> Advanced Diploma from a recognized institution of not less than a 'B' grade average.	1 year

Table 5: Master's Degree Programme

S/N	Name of Programme	Entry Qualifications	Programme Duration
1	Master's Degree in Strategic Governance	<i>Category A: Direct Entry</i> First degree or its equivalent from a recognized institution with a GPA of not less than 2.7.	18 Months

		<p><i>Category B: Equivalent Qualifications</i></p> <p>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>	
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4.6 Registration Requirements

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 to the Centre's Rules and Regulations;
- (iii) A medical examination form dully filled by a recognized medical doctor;
- (iv) 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.

4.7 Applicants with Foreign Certificates

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 and Vocation and Training (NACTEVET) for Ordinary Diploma and Certificates holders; and Tanzania Commission for Universities (TCU) for Degrees holders. It should be clearly understood that the responsibility and cost of obtaining equivalent translations for foreign certificates is solely

vested on the applicants. Any application with foreign certificates attached without equivalent translation according to Tanzania standards will not be processed.

4.8 Names/Registration

Applicants must use their names as they appear in their Form Four Certificates.

4.8.1 The duration of registration for first year applicants selected to pursue long term courses is first two weeks at the beginning of Semester after payment of 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 year.

4.8.2 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.

4.9 Postponement of Studies

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

4.9.2 The reasons that may be considered in granting permission to such a request include but not limited to the following;

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

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

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

4.10 Rules and Regulations of Studying at the CFR

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 Student'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) or any other sponsorship;
- b) Students' By-Laws (regulating the general welfare, conduct and discipline of each student of the Centre);
- c) Examinations regulations which regulate academic conduct at the Centre;
- d) Constitution of the CFR Students',
- 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 CFR's students 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 obtained from the Department of Academics Support Services and the website. 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 Fee

The non-refundable application fee of TZS 30,000/= for Tanzanians, and US\$30 for non-Tanzanians shall be paid to enable an applicant to seek admission into the CFR postgraduate programmes. The non-refundable application fee of TZS 10,000/= 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 are required to 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 in each programme is as indicated in Table 6, 7 and 8.

Table 6: Fee Structure for Certificate (NTA L.4) and Ordinary Diploma (NTA L.5 & 6) Programmes

INSTALMENTS	ITEM	PROGRAMMES		
		NTA L4	NTA L5	NTA L6
1 st Instalment	Tuition Fees (Tsh)	447,500	457,500	457,500
	Non-EAC & SADC in US\$	447	457	457
2 nd Instalment	Tuition Fees	252,500	252,500	252,500
	Non-EAC & SADC in US\$	252	252	252
3 rd Instalment	Tuition Fees (Tsh)	252,500	252,500	252,500
	Non-EAC & SADC in US\$	252	252	252
4 th Instalment	Tuition Fees (Tsh)	252,500	252,500	252,500
	Non-EAC & SADC in US\$	252	252	252

Table 7: Fee Structure for Bachelor Programmes - NTA L. 7 - 8

INSTALLMENTS	ITEM	BACHELOR DEGREE		
		NTA L7 (YR I)	NTA L7 (YR II)	NTA L8
1 st Instalment	Tuition Fees (Tsh)	530,000	580,000	580,000
	Non-EAC & SADC in US\$	530	580	580
2 nd Instalment	Tuition Fees (Tsh)	360,000	360,000	360,000
	Non-EAC & SADC in US\$	360	360	360
3 rd Instalment	Tuition Fees (Tsh)	360,000	360,000	360,000
	Non-EAC & SADC in US\$	360	360	360
4 th Instalment	Tuition Fees (Tsh)	360,000	360,000	360,000
	Non-EAC & SADC in US\$	360	360	360

Table 8: Fee Structure for Postgraduate Programmes

INSTALLMENT	ITEM	PROGRAMME	
		POSTGRADUATE DIPLOMAS MFR/ED/PCM	MASTER
1 st Instalment	Tuition fees (Tsh)	775,000	1,400,000
	Non-EAC & SADC in USD	775	1,400
2 nd Instalment	Tuition fees (Tsh)	575,000	1,150,000
	Non-EAC & SADC in USD	575	1,150
3 rd Instalment	Tuition fees (Tsh)	575,000	1,150,000
	Non-EAC & SADC in USD	575	1,150

4 th Instalment	Tuition fees (Tsh)	575,000	1,150,000
	Non-EAC & SADC in USD	575	1,150
5 th Instalment	Tuition fees (Tsh)	NA	1,150,000
	Non-EAC & SADC in USD	NA	1,150

5.4 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. Table 9 provides the indicative costs:

Table 9: Direct Student's Costs (TShs) 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 & Accommodation	2,737,500.00	2,737,500.00	2,737,500.00
Stipend	500,000.00	500,000.00	500,000.00
Field Work	N/A	N/A	590,000.00
Research Production	N/A	N/A	N/A
TOTAL	3,737,500.00	3,737,500.00	4,327,500.00

Table 10: Direct Student's Costs (TShs) 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 & Accommodation	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	N/A
Fieldwork	N/A	590,000.00	N/A	N/A
Research	N/A	N/A	500,000.00	500,000.00

TOTAL	3,987,500.00	4,577,500.00	4,487,500.00	3,737,500.00
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NB: MEALS AND ACCOMODATION: TShs. 7,500 per day for 365 Days

5.5 Payment Methods

5.5.1 The Candidates should obtain the control number through the Centre's website 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**)

5.5.2 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 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.

5.6 Terms and Conditions for statutory and other payments

5.6.1 Students shall register with the NHIF for health service by paying TZS. 50,400/= directly to the Centre during the first week of orientation;

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

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

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

5.6.5 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;

5.6.6 Students Union fees shall be payable to the CFR Students' Union account;

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

5.7 Payment Deadlines

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

1st Instalment – by 03rd week of the first semester

2nd Instalment- by 08th week of the first semester

3rd Instalment– by 03rd week of the second semester

4th Instalment - by 08th week of the second semester

PART SIX

COURSES OFFERED BY DIFFERENT DEPARTMENTS

6.1 Introduction

The Centre for Foreign Relations (CFR) has three departments related to academics which are International Relations and Diplomacy Department; Strategic Studies Department; and Research, Consultancy and Special Programmes Department. 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:

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:

6.2.1.1 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

6.2.1.2 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.

6.2.2.1 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

6.2.2.2 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	Fundamental/Supportive	7
IRT05211	Entrepreneurship	Fundamental/Supportive	6
IRT05213	Economic Diplomacy	Fundamental/Supportive	8

6.2.3 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).

6.2.4 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.

6.2.4.1 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	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

6.2.4.2 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
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NOTE: Field Practical Training will be conducted in the first 8 weeks and the Field Paper will be written immediately thereafter. More information regarding procedures and regulations of the module will be given in class. The two remaining modules will run in the last 7 weeks of the second semester.

6.2.5 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).

6.2.6 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:

6.2.6.1 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	Fundamental/Supportive	10

IRU 07106	Communication Skills	Fundamental/Supportive	10
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6.2.6.2 Second Semester Modules

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

6.2.6.3 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	Fundamental/Supportive	11

6.2.6.4 Fourth Semester Modules

Code	Module	Classification	Credits
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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.

6.2.7 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).

6.2.8 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.

6.2.8.1 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

6.2.8.2 Second Semester Modules

Code	Module	Classification	Credits
IRU	African International	Core	10

08204	Relations and Diplomacy		
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

6.2.9 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.

6.2.9.1 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

6.2.9.2 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

6.2.10 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.

6.2.10.1 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
Total			62

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

6.2.10.2 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
Total			67

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

6.2.11 DEPARTMENT STAFF MEMBERS

Head of Department

Ms. Desderia C. Sabuni: Adv.Dip in Accountancy (Institute of Finance Management), PGD-Economic Diplomacy (Centre for Foreign Relations), MA -International Business and Diplomacy (University of East Anglia, London School of Diplomacy - United Kingdom).

Senior Lecturers

Dr. Lucy J. Shule: BA - Political Science and Public Administration, MA - International Relations (University of Dar es Salaam), PhD (University of Newcastle - Australia) **

Dr. Jason L. Nkyabonaki: BA (Hons) - Political Science and Public Administration, MA - Public Administration, PhD - Public Administration (University of Dar es Salaam)

Lecturers

Dr. Ahmed Linga: Bachelor of Law (International Legal Relations) Odessa National Academy of Law, Ukraine), Master of Corporate Law (Universiti Utara – Malaysia), Doctor of Laws International Law(University of Pretoria, South Africa)

Ms. Janeth Malleo: BA - Economics, MA - Economics (University of Dar es Salaam), PGD - Trade Policy and Trade Law (Trade Policy Training Centre in Africa), MSc in Trade Policy and Trade Law(Lund University)

Mr. Avit Chami: BA - Economics of Development (Mwalimu Nyerere Memorial Academy), MSc - Environmental and Natural Resources Economics (Sokoine University of Agriculture)

Assistant Lecturers

Ms. Desderia C. Sabuni: Adv.Dip in Accountancy (Institute of Finance Management), PGD-Economic Diplomacy (Centre for Foreign Relations), MA - International Business and Diplomacy (University of East Anglia, London School of Diplomacy-United Kingdom).

Mr. Lenny M. Mwijarubi: BA - Political Science (University of Pretoria – South Africa), PGD - Management of Foreign Services (Centre for Foreign Relations), MA - Political Science (University of Dar Es Salaam)

Ms. Simwana K. Said: BA – Political Science (International Relation and Public Administration, MA- Development Studies (University of Dar es Salaam), MA- Human Rights and Conflict Management (St. Anna Pisa University, Italy) ***

Ms. Mayasa M. Hamad: BA - Political Science and Public Administration (University of Dar es Salaam), MA - Diplomacy, Law and Global Change (Coventry University, United Kingdom).

Ms. Rose P. Sanga: BA (Hons) - Political Science and French Language, Master of International Trade (University of Dar es Salaam - Business School), PGD Curriculum Design and Development (International Bureau of Education – UNESCO)

Mr. Marco E. Musimba: Adv. Dip - Economics Planning, Msc - Economics (Mzumbe University)**

Mr. Amani G. Gonde: BA - International Relations (University of Dodoma), MA -Strategic and Peace Studies (University of Dar es Salaam)

Mr. Charles Mtakwa: BA - International Relations (University of Dar es Salaam), PGD - Economic Diplomacy (Centre for Foreign Relations), MA -International Development Studies (Mendel University, Czech) ***

Mr. Theophani C. Ishika: Adv.Dip Information Technology (Institute of Accountancy Arusha,) PGD - Economic Diplomacy (Centre for Foreign Relations), MSc – Informational Technology and Management (Avinashillingam University - India).

Mr. Innocent L. Shoo: BA - Public Relations and Media Management, MA - Public Relations and Media Management (Cavindish University, Uganda)

Mr. Israel N. Sosthenes: Adv Dip - Labour Studies (Institute of Social Work), PGD - Management of Foreign Relations (Centre for Foreign Relations), PGD - Law Mediation and Arbitration (Institute of Social Work), LL.M-International Human Rights Law (Ruaha University College - A Constituent college of Saint Augustine University) ***

Mr. David J. Luheja : BA - History and Political Science, MA – Political Science and Public Administration (University of Dar es Salaam)***

Mr. Deus M. Kibamba: BA (Hons), Political Science (International Relations) (University of Dar es Salaam), MA - International Studies (University of Sheffield - United Kingdom), PGD – Democratisation, Governance and Public Policy (International Institute of Social Studies - The Hague) , PGCert - Constitution Building in Africa (Central European University - Budapest)

Ms. Kulwa Mgawe: BA - Political Science and Public Administration (University of Dodoma), MA - Political Science and Public Administration (University of Dar es Salaam)

Ms. Symphrosa F. Chacha: BA - Political Science and Public Administration, MA- Political Science and Public Administration (University of Dar es Salaam)
PGD- Management for Foreign Services (Centre for Foreign Relations),

Mr. Abraham O. Ng'eni: BA - Political Science and Public Administration (International Relations) (University of Dar es Salaam), MA - International Cooperation and Development (Open University of Tanzania)

Mr. Chediell R. Nyirenda: BA - Political Science, International Relations and French, MBA - Finance (University of Dar es Salaam), Master of Public Administration – (Mzumbe University)

Mr. Abdul L. Chilamula: Adv Dip - Accountancy, MA - Accountancy and Finance (Institute of Finance Management)

Tutorial Assistants

Ms. Latifa Omary: BA - International Relations (University of Dodoma),PGD-Management of Foreign Relations (Centre for Foreign Relations)

Mr.Rashid Ngaja: BA-International Relations (University of Dodoma)***

Mr .Amasha E. Mwasyete; BA - Accountancy and Finance (Sokoine University of Agriculture)

Ms. Sarah P. Kisoka; Bachelor of Business Administration with Education (Stephano Moshi Memorial University)

*** *On Leave of Absence/Secondment*

PART SEVEN
DEPARTMENT OF STRATEGIC STUDIES

7.3 Introduction

The Department of Strategic Studies (DSS) provides quality and competitive training, research plus consultancy skills in the fields of governance, leadership, strategies, peace, security, foreign languages and communication skills. 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. Currently, the department offers courses in seven foreign languages namely English, Arabic, French, Portuguese, Spanish, Chinese and Korean. Also, 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.

7.1 Programmes Offered by the Department of Strategic Studies

The Department offers the following courses; Master in Strategic Governance (MSG) and Post-Graduate Diploma in Peace and Conflict Management (PGD-PCM).

7.1.1 Master in Strategic Governance (NTA L. 9)

This is eighteen months programme that aims at producing skilled and competent governance and strategic leadership professionals who are prepared to undertake supportive roles in local, national and global settings. The program consists of eight (8) modules with total of 180 credits conducted in three (3) semesters as follows.

7.1.1.1 First semester modules

Code	Modules	Classification	Credits
SSG 09101	Governance Strategies	Core	21
SSG 09102	Strategic Leadership Skills	Fundamental	20

SSG 09103	Corporate Governance	Fundamental	20
SSG 09104	Strategic Information Systems	Core	21

7.1.1.2 Second semester

Code	Modules	Classification	Credits
SSG 09205	Negotiations	Core	21
SSG 09206	Research Methodology of Governance	Core	21
SSG 09207	Global Governance	Fundamental	18

7.1.1.3 Third semester

Code	Modules	Classification	Credits
SSG 09308	Dissertation	Core	60

7.1.2 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.

7.1.2.1 First semester modules

Code	Modules	Classification	Credits
PCM 5111	Peace Building Practices	Core	13
PCM 5112	Conflict Management Theories and Methods	Core	13
PCM 5113	Foreign Languages Beginners Level	Fundamental	10

PCM 5114	Diplomatic Communication	Fundamental	8
PCM 5115	Contemporary Issues in Africa	Core	6
PCM 5116	Research Methodology	Core	10
MFR 5215	Protocol and Etiquette	Optional	-

7.1.2.2 Second semester

Code	Modules	Classification	Credits
PCM 5 1 2 1	Migrants, Refugees and Diaspora	Core	8
PCM 5122	National interests	Core	10
PCM 5 1 2 3	International Security	Core	13
PCM 5 1 2 4	Gender and Human Rights	Core	6
PCM 5 1 2 5	Managing Peace Keeping Operations	Core	13
PCM 5 1 2	Foreign Languages Intermediate Level	Fundamental/Supportive	10

6			
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7.2 Delivery Model

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

7.3 Modules Coordinated for International Relations and Diplomacy Department

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

7.3.1.1 First semester

Code	Modules	Classification	Credits
IRT 04110	Basic Communication Skills	Fundamental	12

7.3.1.2 Second semester

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

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

7.3.2.1 First semester

Code	Modules	Classification	Credits
IRT 05114	Life Skills	Fundamental/Supportive	7
IRT 05107	English Language Skills	Core	9

7.3.2.2 Second semester

Code	Modules	Classification	Credits
IRT 05205	Tanzania National Profile	Fundamental/Supportive	7
IRT 05208	Conflict Resolution	Core	10
IRT 052091	Arabic for Beginners I	Fundamental/Supportive	7
IRT 052093	French for Beginners I	Fundamental/Supportive	7

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

7.3.3.1 First semester

Code	Modules	Classification	Credits
IRT 06104	Research Methodology	Core	10
IRT 06106	National Interests Study	Fundamental	7
IRT 061051	Arabic for Beginners II	Fundamental	8
IRT 061052	Chinese for Beginners II	Fundamental	8
IRT 061053	French for Beginners II	Fundamental/	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

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

7.3.4.1 First semester

Code	Modules	Classification	Credits
IRU 07101	Life Skills	Fundamental/Supportive	6
IRU	Foreign Language	Fundamental/Supportive	10

07105	Beginners Level		
IRU 071051	Arabic for Beginners	Fundamental/Supportive	10
IRU 071053	French for Beginners	Fundamental/Supportive	10

7.3.4.2 Second semester

Code	Modules	Classification	Credits
IRU 07209	Approaches of International Peace and Security	Fundamental/Supportive	9
IRU 07211	Foreign Language Intermediate Level	Fundamental/Supportive	10
IRU 072111	Arabic Intermediate Level	Fundamental/Supportive	10
IRU 072113	French Intermediate Level	Fundamental/Supportive	10

7.3.4.3 Third semester

Code	Modules	Classification	Credits
IRU 07317	Research Methodology	Core	10
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

7.3.5 Bachelor Degree in International Relations and Diplomacy

7.3.5.1 First semester

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

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

7.3.6.1 Semester one

Code	Modules	Classification	Credits
PCM 5 1 1 6	Research Methodology	Core	10
PCM 5 1 1 2	Conflict Management Theories and Methods	Core	13
PCM 5 1 1 4	Diplomatic Communication	Fundamental	8
ED 5127	Arabic I	Fundamental	5
PCM 5113	French I	Fundamental	5

7.3.6.2 Semester two

Code	Modules	Classification	Credits
FL 310	Arabic II	Fundamental/Supportive	5
FL 312	French II	Fundamental/Supportive	5

7.3.7 DEPARTMENT ACADEMIC STAFF

Head of Department

Dr.Juma M. Kanuwa: Dip.Ed (MtwaraTeachers Training College), BAEd (*Hons*) (Islamic University in Uganda), MA (University of Dar es Salaam), PhD-Conflict Transformation and Management (Nelson Mandela University, South Africa).

Lecturers

Dr.Juma M. Kanuwa: Dip.Ed (MtwaraTeachers Training College), BA.Ed (*Hons*) (Islamic University in Uganda), MA (University of Dar es Salaam), PhD-Conflict Transformation and Management (Nelson Mandela University, South Africa).

Dr. Antonio J. Kimambo: BA. Ed (University of Dar es Salaam),MA. Ed (University of London), PhD - Linguistics (Open University of Tanzania).

Dr.AnnitaA.Lugimbana: BA Ed (*Hons*),MA.Ed,PhD(University of Dar es Salaam).

Dr.Ally T. Masabo: BA - Political Science(University of Dar es Salaam), MA-International Political Economy (University of Warwick). PhD (University of Dublin).

Ms. Maria E. Manda:BA. Ed, MA (University of Dar es Salaam), PGD-Management of ForeignRelations (Centre for Foreign Relations).

Assistant Lecturers

Ms.Zubeda R. Marley: BA Ed(University of Dar es Salaam),MA.Linguistics (University of Dodoma) ***

Mr.Swahibu T. Salimu: B.Ed (International University of Africa), M.Ed (Khartoum International Institute for Arabic Language)***.

Mr. Emmanuel J.Shayo: BA- Psychology and Counselling (Tumaini University), MA-Peace and Conflict Resolution (Kampala International University, Dar es Salaam)

Ms. Esther M.Msaky: BA.Ed, MA (University of Dar es Salaam).

Mr. Frank E. Mbele: BA- Community Development(College of Development and Management Training, Tengeru), MA- Public Policy Analysis and Programme Management(ArdhiUniversity)

Mr. Augustus C. Rwelengera: Dip – International Relations and Diplomacy (Centre for Foreign Relations), BA-Peace and Conflict Resolution,MA-Peace and Conflict Resolution(Kampala International University, Dar es Salaam)***

Mr.SaidS.Hakum: B.Ed, MA. Ed (University of Dar es Salaam)***.

Ms.OmbeniO. Mwanga: Dip – International Relations and Diplomacy(Centre for Foreign Relations), BA –Culture Heritage(University of Dar es Salaam), MA –Development of International Cooperation(University of Jyvaskyla, Finland).

Ms.Assiana Mohammed: Dip – Secretary Studies (Tanzania Public Service College), BA-Peace and Conflict Resolution(Kampala International University, Dar es Salaam), MA-Peace and Conflict Resolution(Bagamoyo University)

Mr. HamisiLegeza: BA-Public Administration (Ruaha University College), MBA-Human Resource Management (University of Dodoma)

Mr. Godwin N. Tondi:Dip. Ed (Marangu Teachers Training College), BA. Ed (ArushaUniversity), MA. Ed (Open University of Tanzania)

Mr.FortunatusMahinja: BA-Development Studies (University of Dodoma), MA-Development Studies (Kampala International University in Tanzania)

Tutorial Assistants

Ms.RahelSimalenga: Dip – International Relations and Diplomacy, Bachelor Degree of International Relations and Diplomacy(Centre for Foreign Relations).

Mr.Gordian G.Kilave: Dip. Ed (Dares Salaam Teachers Training College), BA-French (University Stendhal Grenoble, France)

Ms.Rafiki G. Samwel: BA-English, Guidance and Counselling (Mount MeruUniversity).

Mr.Mdaki H. Mahmoud: BA - Languages and Interpretation (Muslim University of Morogoro).

Mr.Ramadhani J. Kavanda:BA.Ed(Muslim University of Morogoro).

Mr. Hassan H. Hassan: BA.Ed (Saint John University of Tanzania)

Mr. Edward E.Fungameza: B.Com-Human Resource Management (University of Dodoma), PGD-Management of ForeignRelations(Centre for Foreign Relations).

**** OnStudy Leave*

PART EIGHT DEPARTMENT OF RESEARCH, CONSULTANCY AND SPECIAL PROGRAMMES

7.1 Introduction

The Department of Research, Consultancy and Special Programmes caters for the provision of consultancy services, coordinates the conduct of research and special programmes. The commitment of the CFR to conduct research and consultancy activities is provided under articles 3 (c, d, and f) of the 1978 Constitution of the Centre. The specific functions of the Centre relating to research and outreach services as provided by the Constitution include:

- (i) To engage in research into the problems and needs of selected subjects and to evaluate the results achieved by its training programmes;
- (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; and
- (iii) Arranging for the publication and general dissemination of materials produced in connection with the work and activities of the Centre.

The Centre finances research projects which are conducted by academic staff 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.

7.2 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 a year. The journal focus 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 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.

7.3 Provision of Special Programmes

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.

7.4 Short Courses Calendar for 2022/2023 Academic Year

Course Title	Date
The art of Diplomatic Communication	29 th – 31 st August 2022
Tourism Diplomacy	5 th – 7 th September 2022
Diplomatic Practices	28 th – 30 th September,

	2022
Corporate Protocol and Government Relations	26 th – 28 th October, 2022
Event Planning and Management	23 rd – 25 th November, 2022
Protocol and Etiquette	30 th January – 3 rd February 2023
Leadership Diplomacy and International Relations	27 th – 3 rd March 2023
Principles of Protocol and Media Relations	27 th - 31 st March 2023
Protocol and Public Relations;	3 rd – 5 th May 2023
Essentials of Conflict Resolution & Mediation Skills; and	30 th May - 2 nd June 2023
Economic Diplomacy	19 th - 23 rd June 2021

7.5 Department Staff Members

Short Course and Special Programmes Sections

Mr. Avit A. Chami: BA (MNMA), MSc (SUA)

Ms. Latifa A. Omary: BA-IR (UDOM), PGD-MFR (CFR)

Research, Consultancy and Special Programmes

Mr. Chediell R. Nyirenda: BA (UDSM), MA-BA (UDSM), MA-PA (MU)

Mr. Emmanuel J. Shayo: BA-CP (TUDARCo), MMA-PCR (KIU)

PART NINE STUDENTS' ASSESSMENT

8.1 Continuous Assessment

Student assessment is a critical aspect of the teaching and learning process at the CFR. 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 useful feedback to both instructors and students about the extent to which they are successfully meeting course learning objectives. Instructors and students shall follow the following guidelines for assessment and feedback:

- 9.1.1 Assessment of the students shall be continuous with periodic tests, end of semester examinations, practical field work and research, proposal presentation, research work/dissertation;
- 9.1.2 A student must pass both the continuous assessment tests and end of semester examinations;
- 9.1.3 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;
- 9.1.4 Any proved case of plagiarism and other forms of academic dishonesty during any of the examinations shall warrant discontinuation from studies.
- 9.1.5 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.
- 9.1.6 Assessment of students, whether by coursework, end of semester examinations, field work or any other form of assessment prescribed under these rules shall be free from any form of irregularity in accordance with these rules.
- 9.1.7 A student who fails to report to his/her fieldwork station shall be considered absconded and hence discontinued from studies.
- 9.1.8 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.
- 9.1.9 Bachelor degree students who write research papers shall submit the final reports to the respective department after being approved by their supervisor during the end of semester examinations.

- 9.1.10 A candidate who fails a research paper shall be allowed to resubmit his/her research paper report during a supplementary examination's session.
- 9.1.11 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.
- 9.1.12 A candidate shall have passed the research paper if the overall weighted score is at least 40 per cent.
- 9.1.13 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.

8.2 Coursework Assessment and Evaluation

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

- 8.2.1 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.
- 8.2.2 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.
- 8.2.3 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.

8.2.4 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 for the end of semester examination out of 40 percent.

8.2.5 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.

8.2.6 A student failing to complete CA shall repeat the respective module in the following academic year.

8.2.7 Students shall be notified of their coursework grades at least one week before the start of end of semester examinations.

8.3 Marking and Submission of Coursework Assessment Scores

8.3.1 Marking and uploading of coursework scores shall be done by the course instructor.

8.3.2 Every course instructor shall submit to the respective head of department a compiled hardcopy and softcopy of coursework assessment scores duly signed by him/her.

8.3.3 Every 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.

8.3.4 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.

8.3.5 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	40%	30
Ordinary Diploma (NTA Level 6)	60	40%	20
Bachelor's Degree (NTA Level 7 and 8)	60	40%	24
Postgraduate Diploma	50	50%	25
Master's Degree (NTA Level 9)	50	50%	25

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
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Ranges of Scores for Postgraduate Programme

Score Ranges	Grade	Classification of Scores
70 – 100	A	Excellent
60 – 69	B+	Very Good
50 – 59	B	Good
40 – 49	C	Fail
30 – 39	D	Fail
0 – 29	F	Fail

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

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 TEN
ALMANAC FOR ACADEMIC YEAR 2022/2023

9.1 CFR Almanac for Academic Year 2022/2023

Date	Activity/Event	Responsible Person
4 th - 8 th July, 2022	Submission of: <ul style="list-style-type: none"> • Examination Questions • Course Contents • Marking Scheme • Supplementary Exams • Assessment Plan 	DD-ARC HoDs - ASS, IRD & SS HoU – QA HoS - Examination
05 th July -15 th Sep, 2022	Uploading semester one, semester two examination results in the NACTVET database and submission of hard copies of the results to NACTVET	DD-ARC HoDs - ASS, IRD & SS HoS Examination HoS -Admissions
05 th July, 2022	Research Proposal Defense for PGD MFR	DD-ARC HoD - IRD
23 rd May - 30 th July, 2022	Receiving applications for first round NTA Level 4, 5, 6, 9 and PGDs	DD-ARC HoD - ASS HoS -Admissions
07 th July, 2022	<i>SABA SABA DAY</i>	
08 th July, 2022	Departmental meetings	DD-ARC ASS, IRD & SS
08 th July, 2022	Major admissions window for the 2022/2023 (TCU Calendar)	DD-ARC HoD - ASS HoS -Admissions
08 th - 15 th July, 2022	Moderation of Examination questions	DD-ARC HoDs - ASS, IRD & SS HoU – QA HoS - Examination
10 th July, 2022	<i>EID-EL-HAJJ</i> (subject to sighting of the moon)	Public Holiday

11 th - 15 th July, 2022	Submission of coursework to the HoDs – (IRD & SS) and HoS - Examination	DD-ARC HoDs - ASS, IRD & SS HoU – QA HoS - Examination
	End of Field Work and Report Writing –2 nd Year Higher Diploma	DD-ARC HoDs - IRD
12 th July, 2022	Academic Departments Meeting	DD-ARC HoDs - ASS, IRD, SS & RCSP HoU – QA
	Administration Departments Meeting	DD-PFA HoDs – Planning, HRMA, FA, STS
15 July, 2022	End of teaching and submission of Coursework	DD-ARC HoDs - ASS, IRD & SS HoS - Examination HoS -Admissions
	Quality Assurance and Control meeting	HoU – QA
18 th - 27 th July, 2022	Second Semester Final Examination	DD-ARC HoDs - ASS, IRD & SS HoU – QA HoS– Examination HoS –Admissions HoD - FA
22 nd July, 2022	Staff Training and Development Committee	DD-PFA DD - ARC HoDs, HoU - LS
30 th July, 2022	End of receiving First Round applications NTA Level 4, 5 and 6	DD-ARC HoD - ASS HoS - Admissions HoU - ICT

01 st - 6 th August, 2022	Marking of Second Semester Final Examination	DD-ARC HoDs – IRD, ASS & SS HoS – Examination
01 st – 12 th Aug, 2022	Processing of applications and selections of applicants - First Round	DD-ARC HoDs – ASS HoS – Admissions HoU - ICT
05 th Aug - 2 nd Sept, 2022	Submission of Selected Applicants to NACTVET for Verification	DD-ARC HoDs – ASS HoS – Admissions HoU - ICT
05 th Aug, 2022	Deadline for the first round application NTA Level 7	DD-ARC HoDs – ASS HoS – Admissions HoU - ICT
08 th Aug, 2022	<i>NANE NANE DAY</i>	
09 th - 12 th Aug, 2022	Processing of Examination Results	DD-ARC
11 th Aug, 2022	Admissions Board	Chairperson
15 th Aug, 2022	Departmental Examinations Board	Chairperson
16 th Aug, 2022	Centre's Examinations Board	Chairperson
16 th - 19 th Aug, 2022	Submission of students admitted in the first round NTA Level 7	DD-ARC
16 th Aug, 2022	Release of examination results	DD-ARC
22 nd Aug, 2022	Announcement of selected applicants for first round	DD-ARC
24 th Aug – 6 th Sept, 2022	Opening of second applications window	DD-ARC
26 th Aug, 2022	Centre's Appeal Committee	Chairperson
29 th August - 5 th Sept, 2022	Supplementary/Special Examination	DD - ARC
30 th Aug, 2022	Tender Board Committee	Chairperson
05 th Sept, 2022	Beginning of third semester For Master's Programme	DD-ARC

05 th - 15 th Sept, 2022	Verifications of Selected Applicants - First Round	DD-ARC
13 th - 15 th Sept, 2022	Submission of students admitted in the second round NTA Level 7	DD-ARC
19 th Sept, 2022	Announcement of Successful verified applicants - First Round NTA Level 4, 5 & 6	DD-ARC
20 th - 28 th Sept, 2022	Receiving Applications for Second Round NTA Level 4, 5, 6, 9 and PGDs	DD-ARC
09 th - 15 th Oct, 2022	Verification of Selected Applicants Second Round NTA Level 4, 5 & 6	DD-ARC
8 th Oct, 2022	<i>MAULID</i> (subject to sighting of the moon)	
14 th Oct, 2022	<i>NYERERE DAY</i>	
15 th Sept, 2022	Announcement of Successful verified applicants - Second Round NTA Level 4, 5 & 6	DD-ARC
17 th Oct, 2022	Governing Council	Chairperson
18 th – 21 st Oct, 2022	Orientation	DD-ARC
21 st Oct, 2022	SENATE	Chairperson
24 th Oct, 2022	Beginning of First Semester	DD-ARC
25 th Oct, 2022	Staff Training and Development Committee	Chairperson
09 th Nov, 2022	Defence of research proposal for NTA Level 9	DD-ARC
28 th Nov – 2 Dec, 2022	Continuous Assessment Test I	DD-PFA
03 th Dec, 2022	25 th Graduation Ceremony	DCFR
09 th Dec, 2022	<i>TANZANIA INDEPENDENCE DAY</i>	
06 th – 07 th Dec,	Defence of Research	DD-ARC

2022	Proposals	
25 th Dec, 2022	<i>CHRISTMAS</i>	
26 th Dec, 2022	<i>BOXING DAY</i>	
30 th Dec, 2022	Tender Board Committee	DD-PFA
01 st Jan, 2023	<i>NEW YEAR DAY</i>	
9 th – 16 th Jan, 2023	Continuous Assessment Test II	DD-ARC
12 th Jan, 2023	<i>ZANZIBAR REVOLUTION DAY</i>	
13 th Jan, 2023	Submission of End of Semester Examinations	DD-ARC
16 th Jan, 2023	Governing Council	DCFR
17 th Jan, 2023	CEFRESO General Elections	HoD - StS
03 rd Feb, 2023	End of Teaching for First Semester	DD-ARC
	End of third Semester for NTA Level 9	
	Submission of Dissertation for NTA Level 9 and NTA Level 8 Research Paper	
06 th –17 th Feb, 2023	Semester One Examinations	DD-ARC
20 th - 28 th Feb, 2023	Marking of Semester One Examination	DD-ARC
1 st – 3 rd Mar, 2023	Processing of Examination Results	DD-ARC
07 th March, 2023	Departmental Examiners Board	Chairperson
09 th March, 2023	Centres' Examiners Board	Chairperson
	Release of First Semester Examination Results	
17 th Mar, 2023	Centre's Appeal Committee	Chairperson
20 th - 24 th Mar 2023	Supplementary/Special Examination	DD-ARC
27 th Mar, 2023	Tender Board Committee	Chairperson

27 th Mar, 2023	Beginning of Second Semester	DD-ARC
07 th Apr, 2023	<i>KARUME DAY</i>	
07 th Apr, 2023	<i>GOOD FRIDAY</i>	
09 th Apr, 2023	<i>EASTER</i>	
10 th Apr, 2023	<i>EASTER MONDAY</i>	
17 th Apr, 2023	GOVERNING BOARD	Chairperson
21 st Apr, 2023	<i>EID-EL-FITR</i> (subject to sighting of the moon)	
22 nd Apr, 2023	<i>EID-EL-FITR</i> (subject to sighting of the moon)	
26 th Apr, 2023	<i>UNION DAY</i>	
01 st May, 2023	<i>MAY DAY</i>	
2 nd – 9 th May, 2023	Continuous Assessment Test I	DD-ARC
02 nd – 12 th May, 2023	Uploading first semester examination results	DD-ARC
12 th – 16 th June, 2023	Continuous Assessment Test II	DD-ARC
25 th June, 2023	<i>MOZAMBIQUE INDEPENDENCE DAY</i>	
30 th June, 2023	Tender Board Committee	Chairperson
10 th – 21 st July, 2023	Second Semester Examination	DD-ARC
17 th July, 2023	Governing Council	Chairperson
24 th July – 3 rd August 2023	Examination process	DD-ARC
7 th August, 2023	Departmental Examiners' Board	Chairperson
9 th August, 2023	Centres' Examiners' Board	Chairperson
17 th Aug, 2023	Appeals Board Committee	Chairperson
21 st - 25 th Aug, 2023	Special and Supplementary Examinations	DD-ARC