

# INSTITUTE OF ADULT EDUCATION



**PROSPECTUS 2023/2024**

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## RECTOR'S WELCOME NOTE

We are glad to welcome you to the Institute of Adult Education (IAE) in the academic year 2023/2024. IAE provides you with the opportunity to pursue quality education that enables you to develop professional competencies to serve society and contribute to the development of your communities in an ever-changing environment. In its endeavour to provide a wide opportunity for studying, the Institute operates in three campuses of Dar es Salaam, Mwanza and Morogoro; and through regional centres in Tanzania, educational programmes leading to the award of degrees, diplomas and certificates are offered.

institute recognizes that the development of our communities depends on their commitment to developing competencies to provide dedicated services for humankind's well-being. We therefore feel very privileged to have you as part of that formation; and we encourage you to successfully pursue your studies to foster your academic and professional excellence that will contribute to making reality of IAE's aspiration of becoming "a leading world institution that creates a continuously learning society".

The IAE recognizes the multifaceted nature of knowledge and that learning is not confined to the classroom only. Therefore, it encourages students to join and actively participate in extra-curriculum activities organized by the Office of Student Support Services and the Students Organization.

This Prospectus provides information on IAE programmes under offer. We hope that you find this useful. Should you experience difficulty in finding what you are looking for, please do not hesitate to contact the Director of Academic Support Services' office or any IAE office that is closer to you for assistance.

For continuing and new students, the IAE is an institution of choice. You have chosen to join the effort of educating adults because we believe that if you want to make immediate positive changes in the community, then begin by educating adults. IAE promises to take you through a fruitful learning journey, as we warmly welcome you and look forward to working with you towards achieving your academic aspirations.

Always remember the maxim: Education Has No End.



.....  
**Prof. Michael W. Ng'umbi**  
**RECTOR**



## **1.0 INTRODUCTION**

### **1.1 Historical Background of the Institute of Adult Education**

The Institute of Adult Education (IAE) is a public institution which traces its history back to 1960, when it was a section under the Department of Extra-Mural Studies of Makerere University College, Kampala, Uganda, under the University of London.

In 1963, the Institute became a department of the University College at Dar es Salaam. Apart from continuing with previous duties, it was assigned more responsibilities and duties. In 1975, the Institute of Adult Education was legally mandated to assume the responsibility of promoting adult education in the country through Parliamentary Act No.12 of 1975.

The Institute of Adult Education operates through campuses, regional centres and study centres located in mainland Tanzania.

### **1.2 Role and Responsibilities of IAE**

The IAE has various core functions, including:

- a) To offer academic programmes leading to the awards of certificates, diplomas and degrees in adult education and related fields.
- b) To organize mass education programmes on various issues of national and local concerns such as health, civic education, environment and gender.
- c) To conduct research on Adult and Non-Formal Education.
- d) To prepare publications such as journals, post-literacy readers, facilitation manuals, study materials and newsletters for the general public.
- e) To offer consultancy services in adult education and related fields to the government, public organizations, non-governmental organizations and individuals.

### **1.3 Vision, Mission and Core values**

#### **1.1.1 The Vision**

The IAE vision is:

*“To be a leading world institution that creates a continuously learning society”*

#### **1.1.2 The Mission**

The IAE mission is:

*“To continuously design, develop and deliver accessible quality life-long education programs through blended learning for sustainable social-economic development of Tanzania, Africa and the rest of the world.”*

#### **1.1.3 Core Values**

The Institute of Adult Education is anchored on the following core values:

- a) Professionalism
- b) Transparency
- c) Integrity
- d) Accountability
- e) Creativity and Innovativeness
- f) Hard work
- g) Team spirit
- h) Social responsibility
- i) Gender equity
- j) Zero tolerance to corruption.

### **1.4 Academic Programmes Offered**

The IAE offers both short- term and long-term programmes as described in the following subsections.

### **1.5 Long term programmes**

Long-term programmes offered at the IAE include:

1. Basic Technician Certificate in Adult and Continuing Education

2. Basic Technician Certificate in Adult Education and Community Development,
3. Basic Technician Certificate in Distance Education,
4. Ordinary Diploma in Adult and Continuing Education,
5. Ordinary Diploma in Adult Education and Community Development,
6. Ordinary Diploma in Distance Education,
7. Bachelor Degree in Adult and Continuing Education, and
8. BAECD.

## **1.6 Short-term programmes**

The IAE offers short-term programmes that are tailored to the needs of the target group.

## **1.7 Accreditation and Membership**

The Institute of Adult Education is accredited by the National Council for Technical and Vocational Education and Training (NACTVET). Additionally, IAE is also a member of professional organizations, including:

- i) Distance Education Association of Tanzania (DEATA);
- ii) Distance Education Association for Southern Africa (DEASA); and
- iii) Commonwealth Open Schooling Association (COMOSA).

## **1.8 Location of the IAE**

### **1.8.1 The IAE Headquarters**

The IAE headquarter is situated at Plot Number 7, on Bibi Titi Mohamed Street in Dar es Salaam region. The main campus, known as the Dar es Salaam Campus is located at the head office.

### **1.8.2 Morogoro Campus (WAMO)**

The IAE-WAMO-Campus is located at Plot number 317, Kingalu Road in Morogoro region.



### 1.8.3 Mwanza Campus (Luchehele)

The IAE–Mwanza Luchehele campus is located at Plot number 1643, Luchehele Ward, in Mwanza region.

## 2.0 ORGANIZATION AND MANAGEMENT

### 2.1 The IAE Governing Council

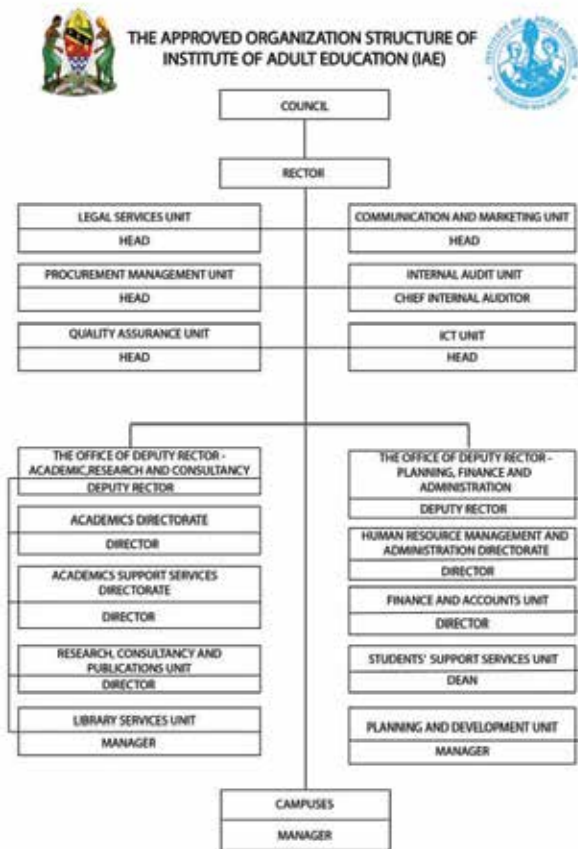
The IAE Council is the Institute's supreme body. The chairperson of the council is a presidential appointee and members of the council are appointed by the minister responsible for education. Table 1 provides a list of the current members of the IAE Council.

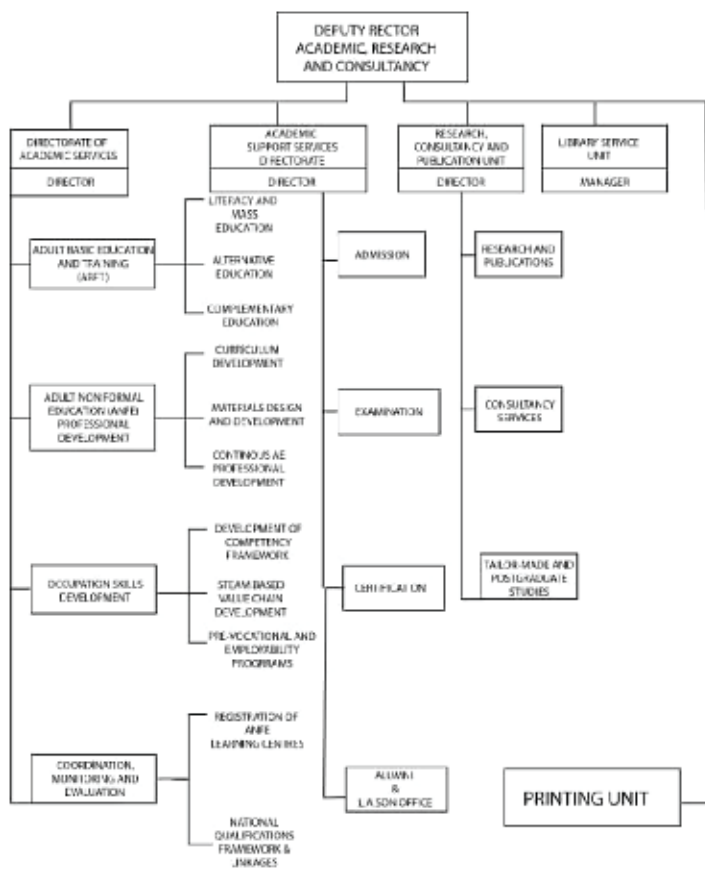
**Table 1: Members of the IAE Council**

S/N	Names	Position
1.	Dr. Naomi B. Katunzi	Chairperson
2.	Prof. Michael W. Ng'umbi	Secretary to the Council
3.	Prof. Sotco C. Komba	Member
4.	Prof. Eustella P. Bhalalusesa	Member
5.	Ms. Theresia Loius Mmbando	Member
6.	Ms. Hadija Ally Mcheka	Member
7.	Mr. Ibrahim Barnabas Mahumi	Member
8.	Mr. Patrick Lesindamu Leyana	Member
9.	Mr. Ayoub Hussein Banzi	Member
10.	Mr. Edwin S. Igenge	Member
11.	Mr. Maggid Mjengwa	Member
12.	Dr. Zamzam Ibrahim Nyandara	Member
13.	Mr. Maselino Remmy	Member

## 2.2 IAE Management

The IAE Management is responsible to oversee day to day duties of IAE. It is led by the Rector who is assisted by the Deputy Rector (Academic, Research and Consultancy), the Deputy Rector (Planning, Finance and Administration), directorates and units. The list of management members is as described hereunder:





## 2.2.1 Members of the IAE Management

### 1. Rector

#### **Prof. Michael W. Ng'umbi**

PhD Education, (University of Reading, UK),2010; M.A.Ed (UDSM) 2004, B.Ed. (UDSM), 2002; Diploma in Education (Korogwe TTC), 1993.

### 2. Deputy Rector (Academic, Research & Consultancy)

#### **Dr. Philip L. Sanga**

PhD Educational Technology, (Hanyang University, Korea),2015; MA.Ed (UDSM) 2007, B. Ed.(Adult Education) (UDSM), 2005; Dip. Education (Dar es salaam TTC), 2001.

### 3. Deputy Rector (Planning, Finance and Administration)

#### **Dr. Godfrey M. Mnubi**

PhD Educational Foundations and Research (UND), 2013; Master of Science in Social Responsibility (SCSU), 2007; Bachelor of Arts in Business Administration (Marketing), 2004.

## 2.2.2 Directorates

### 1. Director of Academics

#### **Dr. Sempeho I. S. Sempeho**

PhD. Material Science and Engineering Science (Nelson Mandela Institute of Science and Technology) 2016; MA. In Chemistry (UDSM), 2012;B.Sc. Ed (UDSM), 2009. Teaching License (Korogwe TTC),2006

### 2. Director of Academics Support Services

#### **Dr. Joshua E. Mushi**

PhD. Development Studies. (UDSM), 2022; MSc. Healthy Systems Management (Mzumbe University), 2015; Post Graduate Diploma in Leadership and

Governance (TPSC) 2016; BA Arts in Community Development (Tumaini University), 2012. Cert in Risk & opp (WBI, Washington DC) 2016; Cert in Project M&E (North Carolina) 2016.

3. **Director of Human Resource Management and Administration**

**Mr. Beno E. Kibonde**

MA Political Science and Public Administration (UDSM), 2011;  
B.A (UDSM), 1998;

### 2.2.3 Units

1. **Director of Research, Consultancy and Publication Unit**

**Dr. Belingtone Eliringia Mariki,**

PhD. Development Studies (OUT) 2021; M.Sc. Com Econ. Dev (SNHU, USA), 2007; PGD Env. Planning (IRDP Dodoma), 2003; PGC. Practitioner Research & Evaluation Skills Training in ODL (Botswana), 2011; Adv. Dip in Com Dev (CDTI, Tengeru), 2001; Cert Designing & Facilitating E-Learning (Open Polytechnic, New Zealand), 2014; Cert Gender in Everyday Life (University of Pretoria), 2011, Accounting Tech. Cert (ATEC II) (NBAA), 1999.

2. **Manager of Library Services Unit**

**Mr. Barnabas Bwango**

MA. Information Studies (UDSM), 2019; B.A Library and Information Science (TUDARCO), 2011; Dip. Documentation Studies (SLADS), 2007; Advanced Cert. Modern Library Practices (NITTTR, India), 2013.

3. **Dean of Students Support Services Unit**

**Dr. Bernadeta Kapinga,**

PhD Education (Huazhong University of Science Technology), 2011; MA Ed (UDSM), 2004; BA Ed (UDSM), 2002.

4. **Head of Legal Service Unit**  
**Mr. John J. Mwampamba**  
PGD Legal Practice (The Law School of Tanzania), 2019;  
Bachelor of Laws (Mzumbe University), 2014.
5. **Head of Planning and Development Unit**  
**Mr. Abubakari R. Makoo**  
Professional Engineer (ERB) 2022; Bachelor Degree in Civil  
and Irrigation Engineering (Arusha Tech) 2015; Diploma  
Transportation Engineering (Arusha Tech) 2011.
6. **Head of Communication and Marketing Unit**  
**Mr. Timothy Anderson**  
MSc. Human Resource Management (MU), 2013; BA.  
Public Relation and Advertising (UDSM), 2010.
7. **Head of Procurement Management Unit**  
**Mr. Christopher Y. Mwakabungu**  
Msc. in Procurement & Supply Chain Mgt, (Mzumbe Uni-  
versity), 2016; Adv.Dip.in Procurement & Supplies Mgt,  
(CBE), 2009.
8. **Head of Quality Assurance Unit**  
**Dr. Anathe R. Kimaro**  
PhD. Education (UDOM) 2018; M.A. (ASP) (UDSM) 2009;  
BED (Arts) (UDSM), 2007; Dip in Ed (Marangu), 2002; Cert  
in Ed (Grade A) (Singachini TTC), 1999; Cert in Ed Grade B  
(Singachini TTC), 1993.
9. **Chief Internal Unit**  
**Liberatha P. Buhaga**  
Certified Public Accountant-CPA (NBAA), 2013; Msc. Ac-  
counting and Finance (Mzumbe University) 2016; Bache-  
lor of Commerce (Accounting) (UDSM) 2009;

10. **Head of ICT Unit**

**Mr. Enock Edward Mayengo**

M.Sc. Information and Communication Technology for Development (CBE), 2019; BSc. Information and Communication Technology Management (Mzumbe University), 2006.

11. **Head of Finance and Accounts Unit**

**Ms. Janeth Nsenga**

Certified Public Accountant-CPA (NBAA), 2016; M.A. Business Administration (Mzumbe University), 2010; Dip. In Accountancy (CBE), 2006.

**2.2.4 Campuses**

1. Dar es salaam Campus Manager

**Dr. Julius Chaligha**

PhD in Education (Kenyatta University), 2018; MA. Education (University of Sunderland), 2002; PGD in Education (UDSM), 1999; B.A (UDSM), 1994.

P.O, Box 20679, DSM - Tel. No. 0787 293 599.

2. Morogoro Campus Manager

**Dr. Honest J. Kipasika,**

PhD. Env. Eng. (Nelson Mandela IST), 2016; MA Integ.Env. Mgt (UDSM) 2007; B.Sc. Env. Sc & Mgt (SUA),2004.

P.O, Box 827, WAMO - Morogoro Tel. No.023-2613230; 0765 721 100.

3. Mwanza Campus Manager

**Dr. Beatus Mwendwa,**

PhD. Life Science. (Nelson Mandela IST), 2021, MSc. Education for sustainability (London South Bank University) 2013; MBA-HRM (OUT) 2011; BSc. (SUA) 2008; Dip Ed (Butimba) 2005.

P.O. Box 340, Mwanza

Tel. No. 028- 763086; 0784 91007

### 3.0 IAE TRAINING PROGRAMMES

#### 3.1 Adult and Continuing Education Programmes

##### 3.1.1 Basic Technician Certificate in Adult and Continuing Education (BTCACE)-NTA Level 4

This programme has 120 credits covered in two semesters. Upon successful completion of this level, the student can either proceed to NTA Level 5 or be awarded a *Basic Technician Certificate in Adult and Continuing Education (BTCACE)*.

**Table 2: Modules for BTCACE NTA Level 4**

Semester	Module title	Module code	Module credits	Status
I	Basics of Adult Education	AET 04101	15	Core
	Initiating Adult Literacy Circles	AET 04102	15	Core
	Gender Issues in Adult Learning	AET 04103	15	Fundamental
	Basics of English Language	AET 04104	15	Fundamental
	Basic Computer Skills	AET 04105	12	Fundamental



II	Life Skills Education	FAT 04206	12	Fundamental
	Basics of Democracy and Human Rights	AET 04207	12	Fundamental
	Basics of Supervisory Skills in Adult Literacy	AET 04208	15	Core
	Kufundisha Stadi za Kisomo	AET 04209	21	Core
<b>Total Credits</b>			<b>120</b>	

### 3.1.2 Technician Certificate in Adult and Continuing Education (TCACE) – NTA Level 5

This programme has 120 credits covered in two semesters. Upon successful completion of this level, the student is awarded a *Technician Certificate in Adult and Continuing Education (TCACE)*.

**Table 3: Modules for TCACE NTA Level 5**

						Semester
Fundamentals of Human and Physical Geography	History of Africa	Basics of English Grammar and Teaching Methods	Sarufi ya Lugha ya Kiswahili	Basic Communications Skills	Management of Adult Literacy Centres	Philosophy of Adult Education
						<b>Module title</b>

Module codes	Module credits	Status
AET 05101	15	Core
AET 05102	12	Core
AET 05103	9	Fundamental
KIT 05105	12	Elective
ENT 05106	12	Elective
HIT 05107	12	Elective
GET 05108	12	Elective

**Table 4. Modules for ODACE NTA Level 6**

ii	Fundamentals of Psychology of Adult Learning	AET 05208	15	Core
	Basics of Research	AET 05209	12	Core
	Basics of Information and Communication Technology	AET 05210	9	Fundamental
	Kuchambua Fasihi ya Kiswahili na Mbinu za Kufundishia	KIT 05211	12	Elective
	English Literature	ENT 05212	12	Elective
	History of Capitalism in Europe and Teaching Methods	HIT 05213	12	Elective
	Interpretation of Geographic Information and Teaching Methods	GET 05214	12	Elective
	<b>Total Credits</b>			<b>120</b>

### 3.1.3 Ordinary Diploma in Adult and Continuing Education (ODACE) - NTA Level 6

The programme has 171 credits in NTA Level 6 which will be covered in two semesters. Upon successful completion of this level, the graduate is awarded a *Diploma in Adult and Continuing Education (ODACE)*.

Semester		Module titles	Module codes	Module credits	Status
I		Introduction to Distance Education	ED01901ED	12	Core
		Introduction to Philosophy of Adult Education	FAT 06101	15	Core
		Curriculum Development	FAT 06102	15	Core
		Measurement and Information interpretation in Geography	GFI 06101	9	Elective
		Development of Capitalism in Europe	HIT 06102	9	Elective
		English Syntax and Stylistics	ENT 06103	9	Elective
		Sintaksia na Semantiki ya Kiswahili	KIT 06104	9	Elective

II	Addressing Cross Cutting Issues	MAT06204	12	Core
	Educational Assessment and Evaluation	FAT 06205	12	Core
	Planning and Management of Adult Education Projects.	MAT06205	12	Core
	Classroom Facilitation Practice (Field Practice)	FAT 06206	18	Core
	Introduction to Human Geography	GET 06205	9	Elective
	Analysis of Literary Works	ENT 06207	9	Elective
	Uchambuzi wa Fasihi Andishi ya Kiswahili	KIT 06208	9	Elective
	Post-Independence History of Africa	HIT 06206	9	Elective
	Research Based	RCT 06208	9	Core
<b>Total</b>			<b>171</b>	

### 3.1.4 Higher Diploma in Adult and Continuing Education (HDACE) - NTA Level 7

This programme carries 240 credits in four semesters over two years. Upon successful completion of NTA Level 7, a student can either proceed to NTA Level 8 or awarded *Higher Diploma in Adult and Continuing Education*.

Semester	Module titles	Module codes	Module credits	Status
1	Application of Philosophical Principles in Adult Education	AEU 07101	12	Core
	Psychology of Adult Learning	AEU 07102	12	Core
	Communication Skills	AEU 07103	9	Fundamental
	Information and Communication Technology Skills	AEU 07104	9	Fundamental
	Misingi ya Lugha ndisimu ya Kiswahili	KIU 07105	12	Elective
	Principles of Linguistics	ENU 07106	12	Elective
	Survey of World History	HIU 07107	12	Elective
	Physical and Human Geography	GEU 07108	12	Elective

II	Curriculum Development in Adult Education	AEU 07209	12	Core
	Facilitation in Adult Learning	AEU 07210	12	Core
	Measurement and Evaluation in Adult Education	AEU 07211	9	Core
	Guidance and Counselling	AEU 07212	9	Core
	Uchambuzi wa Fasihi ya Kiswahili	KIU 07213	12	Core
	Analysis of Literature Works	ENU 07214	12	Core
	History of Africa	HIU 07215	12	Core
	Geographic Data Acquisition and Interpretation Techniques	GEU 07216	12	Core

III	Multimedia Technology in Adult Education	AEU 07317	9	Core
	Entrepreneurship Skills in Education	AEU 07318	8	Core
	Research Skills	AEU 07319	8	Core
	Management and Administration of Adult Education	AEU 07320	9	Core
	Inclusive Education in Adult Learning	AEU 07321	8	Core
	Njia za Ufundishaji na Ujifunzaji kwa Somo la Kiswahili	KIU 07322	12	Elective
	English Teaching Methods	ENU 07323	12	Elective
	History Teaching Methods	HIU 07324	12	Elective
	Geography Teaching Methods	GEU 07325	12	Elective
IV	Practicum (Teaching Practice)	AEU 07426	21	Core
	Initiating Adult Literacy Programmes	AEU 07427	21	Core
	Field Work Report Writing	AEU 07428	18	Core
<b>Total Credits</b>				<b>240</b>

### 3.1.5 Bachelor Degree in Adult and Continuing Education (BACE) - NTA level 8

This programme covers 144 credits in two semesters. It is preceded by four semesters of NTA Level 7. Upon successful completion of this level, a graduate is awarded a Bachelor Degree in Adult and Continuing Education (BACE).

**Table 6: Module for BACE NTA Level 8**

Semester	Module titles	Module codes	Module credits	Status
I	Management of Open and Distance Learning Programmes	DEU 08101	12	Core
	Policy Analysis and Interpretation	MAU 08102	12	Core
	Management of Adult Education programmes	MAU 08103	12	Core
	Application of Statistical Methods in Geography	GEU 08101	9	Elective
	Surveying History of Tanzania	HIU 08102	9	Elective
	Variation of English	ENU 08103	9	Elective



## 3.2 Adult Education and Community Development Programme

### 3.2.1 Basic Technician Certificate in Adult Education and Community Development (BTCAECD) - NTA Level 4

This programme covers 123 credits over two semesters. Upon successful completion of this level, the student can either proceed to NTA Level 5 or be awarded a *Basic Technician Certificate in Adult Education and Community Development (BTCAECD)*. Currently, this programme is offered at Dar es Salaam and Mwanza campus.

Semester	Module titles	Module codes	Module credits	Status
I	Basics of Adult Facilitation	AET 04101	12	Core
	Establishment of Adult Literacy Classes	AET 04102	15	Core
	Basic Skills in English Language	AET 04103	9	Fundamental
	Basics of Community Development	CDT 04104	15	Core
	Community Participation Approaches	CDT 04105	12	Core

II	Kufundisha Stadi za Kisomo	AET 04206	12	Core
	Management of Adult LiteracyClasses	AET 04207	15	Core
	Basic ComputerSkills	AET 04208	9	Fundamental
	Resource Mobilization Skills	AET 04209	12	core
	Basics of Project Planning and Implementation	CDT 04210	12	Core
<b>Total Credits</b>				<b>123</b>

### 3.2.2 Technician Certificate in Adult Education andCommunity Development (TCAECD) - NTA Level 5

This programme covers 192 credits in two semesters. Upon successful completion of this level, the graduate is awarded a *Technician Certificate in Adult Education and Community Development (TCAECD)*. Currently, this programme is offered at Dar es Salaam and Mwanza campus.

Semester	Module titles	Module codes	Module credits	Status
I	Philosophy of Adult Education	AET 05101	12	Core
	Management of Adult Literacy Centres	AET 05102	12	Core
	Basic Communication Skills	AET 05103	9	Fundamental
	Basics of Community Development Programme Management	CDT 05104	12	Core
	Sarufi ya Lugha ya Kiswahili	KIT 05105	9	Elective
	Basics of English Grammar and Teaching Methods	ENT 05106	9	Elective
History of Africa	HIT 05107	9	Elective	
Fundamentals of Physical and Human Geography	GET 05108	9	Elective	

II	Basics of Psychology of Adult Learning	AET 05209	12	Core
	Basics of Research	AET 05210	9	Core
	Application of ICT Skills	AET 05211	9	Fundamental
	Supervisory Skills in Community Project	CDT 05212	12	Core
	Kuchambua Fasihi ya Kiswahili na Mbinu za Ufundishaji	KIT 05213	9	Elective
	English Literature	ENT 05214	9	Elective
	History of Capitalism in Europe and Teaching Methods	HIT 05215	9	Elective
	Information Interpretation and Teaching Methods in Geography	GET 05216	9	Elective
	<b>Total Credits</b>			<b>192</b>

### 3.2.3 Ordinary Diploma in Adult Education and Community Development (ODAECED)-NTA Level 6

The programme has 120 credits covered in two semesters. Upon successful completion of this level, the graduate is awarded an *Ordinary Diploma in Adult Education and Community Development (ODAECED)*. Currently, this programme is offered at Dar es Salaam and Mwanza campus.

**Table 8: Module for ODAECED NTA Level 6**

Semester	Module titles	Module codes	Module credits	Status
I	Literacy and Development	FAT06102	12	Core
	Community Participation and Planning	CDT06103	12	Core
	Management Principles in Adult Education	FAT06101	12	Core
	Entrepreneurship	CDT06104	9	Core
	Good Governance	CDT06105	9	Core
	Measurement and Information Interpretation in Geography	GET06101	9	Elective
	Development of Capitalism in Europe	HIT06102	9	Elective
	English Syntax and Stylistics	ENT06103	9	Elective
	Sintaksia na Semantiki ya Kiswahili	KIT06104	9	Elective

II	Curriculum Development	FAT 06206	12	Core
	Management of Adult Education and Community Development Programmes	MAT 06209	12	Core
	Environmental Studies	CDT 06207	9	Core
	Gender and Development	CDT 06208	9	Core
	Research Practice	RCT 06209	12	Core
	Field Attachment (in Community Development and Adult Education)	MAT 05210	12	Core
	Introduction to Human Geography	GET 06205	9	Elective
	Analysis of Literacy Works	ENT 06207	9	Elective
	Uchambuzi wa Fasihi Andishi ya Kiswahili	KIT 06208	9	Elective
	Post-Independence History of Africa	HIT 06206	9	Elective
<b>Total Credits</b>			<b>120</b>	

### 3.2.4 Higher Diploma in Adult Education and Community

Development -NTA Level 7 (HDAECD)

This programme covers 240 credits in four semesters over two years. Upon successful completion at this level, a student is awarded a Higher Diploma in Adult Education and Community Development. However, this programme is offered at Dar es Salaam campus in ACES department.

Semester	Module titles	Module codes	Module credits	Status
I	Application of Philosophical Principles in Adult Education	AEU 07101	9	Core
	Psychology of Adult Learning	AEU 07102	9	Core
	Communication Skills	AEU 07203	9	Fundamental
	Information and Communication Technology Skills	AEU 07204	9	Fundamental
	Principles of Community Development	CDU 07205	12	Core
	Misingi ya Lugha na Isimu ya Kiswahili	KIU 07106	12	Elective
Principles of Linguistics	ENU 07107	12	Elective	
Survey of World History	HIU 07108	12	Elective	
Human and Physical Geography	GEU 07109	12	Elective	

II	Curriculum Development in Adult Education	AEU 07210	9	Core
	Facilitation in Adult Education	AEU 07211	9	Core
	Educational Measurement and Evaluation	AEU 07212	9	Core
	Project Planning and Evaluation	CDU 07213	12	Core
	Guidance and Counselling	AEU 07214	9	Core
	Uchambuzi wa Fasihi ya Kiswahili	KIU 07215	12	Elective
	Analysis of Literary Works	ENU 07216	12	Elective
	History of Africa	HIU 07217	12	Elective
	Geographic Data Acquisition and Interpretation Techniques	GEU 07218	12	Elective



III	Multimedia Technology in Adult Education	AEU 07319	9	Core
	Entrepreneurship Skills	AEU 07320	9	Fundamental
	Research Skills	AEU 07321	12	Fundamental
	Management of Adult Education Programmes	CDU 07322	12	Core
	Inclusive Education and Adult Learning	AEU 07323	8	Core
	Njia za Ufundishaji na Ujifunzaji wa Somo la Kiswahili	KIU 07324	12	Elective
	English Teaching Methods	ENU 07325	12	Elective
	History Teaching Methods	HIU 07326	12	Elective
	Geography Teaching Methods	GEU 07327	12	Elective
IV	Practical Training (Teaching Practice)	AEU 07428	21	Core
	Initiating Community Development Projects	CDU 07429	21	Core
	Fieldwork Report Writing	AEU 07430	18	Core
<b>Total Credits</b>			<b>240</b>	

### 3.2.4 BAECD (BAECD) - NTA Level 8

This programme covers 192 credits over two semesters. It is preceded by four semesters from NTA Level 7, which has a minimum of 258 credits. Upon successful completion of this level, a graduate is awarded a *Bachelor in Adult Education and Community Development (BAECD)*. However, currently, this programme is offered at Dar es Salaam campus.

Semester	Module titles	Module codes	Module credits	Status
I	Management of Open and Distance Learning Programmes	DEU 08204	12	Core
	Policy Issues in Adult Education	MAU08205	12	Core
	Programme Monitoring, Evaluation and Quality Control	MAU08206	12	Core
	Guidance and Counselling	FAU 08207	12	Core
	Organizational Management and Financial Administration	MAU08208	12	Core
	Application of Statistical Methods in Geography	GEU 08101	9	Elective
Surveying History of Tanzania	HUU 08102	9	Elective	
Variation of English	ENU 08103	9	Elective	

II	Data Collection and Research Report Writing (field)	RCT 08101	24	Core
	Management Practice (field attachment)	MAU08207	24	Core
	Project Evaluation and Report Writing	RCT 08103	12	Core
	Fonolojia na Mofolojia ya Kiswahili Sanifu	KIU 08104	9	Elective
	Geography Teaching Methods and Techniques	GEU 08204	9	Elective
	History Teaching Methods	HIU 08209	9	Elective
	English Teaching Methods	ENU 08214	9	Elective
	Mbinu za Kufundishia na Kujifunzia Somo la Kiswahili	KIU 08219	9	Elective
<b>Total credits</b>			<b>192</b>	

### 3.3 Distance Education Programmes

#### 3.3.1 Basic Technician Certificate in Distance Education through Open and Distance Learning (BTCDE) NTA level 4

This programme has a minimum of 129 credits covered in two semesters. Upon successful completion of NTA level 4, a graduate is awarded a *Basic Technician Certificate in Distance Education* and a student may proceed to NTA 5.

**Table 11: Modules for BTCDE NTA Level 4**

<b>Semester</b>	<b>Module titles</b>	<b>Module codes</b>	<b>Module credits</b>	<b>Status</b>
I	Application of Information and Communication Technology	ACE04102	15	Core
	Application of Competence Based Assessment Methods in Distance Education	ACE04106	20	Core
	Introduction to Open and Distance Learning	DE04101	20	Core
	Introduction to Communication Skills in Distance Education		15	Core
II	Monitoring and Evaluation of Distance Education Learning Centres	DE04205	20	Core
	Application of Adult Learning Methods in Distance Education	DE 04201	20	Core
	Facilitating Literacy Skills in Distance Education	ME04208	9	Core
	Teaching Practice	FA04309	10	Core
<b>Total Credits</b>			<b>129</b>	

### 3.3.2 Technician Certificate in Distance Education NTA Level 5 – through Open and Distance Learning (TCDE)

This programme has 199 credits covered in two semesters. Upon successful completion of this level, a graduate is awarded a *Technician Certificate in Distance Education*.

**Table 12: Modules for TCDE, NTA Level 5**

Semester	Module titles	Module codes	Module credits	Status
I	Provision of Tutorial and Administrative Support Services in Distance Education	DE 05101	12	Core
	Management and Administration of Distance Education Programmes	DE05102	28	Core
	Application of Basic Communication Skills	MAT05106	15	Core
	Application of Information and Communication Technology in Distance Education	MAT05107	15	Core
	Exploring Structure and Geomorphic Features of the Earth	GET05101	9	Elective
	Kutumia Fonolojia na Mofolojia ya Kiswahili Sanifu katika Mawasiliano	KIT06106	9	Elective

Semester	Module titles	Module codes	Module credits	Status
I	Analysing History of African Society before Independence	HIT05102	9	Elective
	Application of English Phonology, Morphology and Semantics in Communication	ENT05103	9	Elective
II	Provision of Guidance and Counselling in Distance Education	DE05201	12	Core
	Introduction to Research in Distance Education	RC05203	15	Core
	Maintaining the Quality of Distance Education Programmes	DE05204	18	Core
	Managing Distance Education Projects	DE 05205	24	Core
	Application of Geography Learning Facilitating Methods	GET05205	9	Core
	Kutumia Mbinu za Kuwezesha Ujifunzaji wa Somo la Kiswahili	KIT 05208	9	Core
	History Learning Facilitating Methodology	HIT 05206	9	Elective
	Application of English Learning Facilitating Methodology	ENT 05207	9	Elective
	<b>Total Credits</b>			<b>199</b>

### 3.3.3 Ordinary Diploma in Distance Education (ODDE) NTA Level 6- through Open and Distance Learning

The programme covers 377 credits in two semesters. Upon successful completion of this level, the graduate is awarded an *Ordinary Diploma in Distance Education (ODDE)*.

**Table 13: Module for ODDE, NTA level 6**

Semester	Module titles	Module codes	Module credits	Status
I	Assessing Learning Open and Distance Learning	MA06101	10	Core
	Applying Psychology in Distance Education	FA06102	12	Core
	Foundations of Open and Distance Learning	FA06103	10	Core
	Developing Open and Distance Learning Study Materials	DE06104	10	Core
	Sintaksia na Semantiki ya Kiswahili	KIT06104	9	Elective
	Development of Capitalism in Europe	HIT06102	9	Elective
	Measurement and Information Interpretation in Geography	GET06101	9	Elective
	English Syntax and Stylistics	ENT06103	9	Elective

II	Analysis of Literary Works	ENT06207	9	Core
	Applying Entrepreneurship in ODL	MA06202	9	Core
	Interpreting Curriculum for ODL Programmes	FA06201	12	Core
	Conducting Research Based Project	RC06208	15	Core
	Kuchambua Fasihi ya Kiswahili	KIT06208	9	Elective
	Introduction to Human Geography	GET06205	9	Elective
	Managing Resources in ODL	MA 06203	10	Elective
	Post-Independence History of Africa	HIT 06206	9	Elective
	Classroom Facilitation Practice	FAT06208	18	Core
	<b>Total Credits</b>			



### **3.4 Sub-Enabling Outcomes for Modules Offered in Adult and Continuing Education Programme**

#### **3.4.1 Basic Certificate in Adult and Continuing Education (CACE, NTA LEVEL 4)**

##### **Semester I**

**Module Code: AET04101**

**Module Title: Basics of Adult Education**

##### **Sub-enabling outcomes:**

1. Apply adult facilitation skills to prepare facilitation sessions in adult literacy classes;
2. Apply adult facilitation skills to conduct facilitation in adult literacy classes; and
3. Apply adult facilitation skills to conduct assessment in adult literacy classes to enhance learning.

**Module Code: AET 04102**

**Module Title: Initiating Adult Literacy Classes**

##### **Sub-enabling outcomes:**

1. Explain concepts related to adult literacy;
2. Explain features of adult literacy classes;
3. Describe guidelines for establishing adult literacy classes;
4. Demonstrate knowledge on sensitization process for community participation in literacy activities;
5. Use established strategies to sensitize the community to participate in literacy activities; and
6. Use established guidelines to carry sensitization process to enhance community participation in literacy activities.

**Module Code: AET 04103**

**Module Title: Gender Issues in Adult Learning**

##### **Sub-enabling outcomes:**

1. Describe knowledge of concepts related to gender;
2. Describe gender issues in the community; and
3. Describe strategies for addressing gender issues in the community.

**Module Code: AET 04104**

**Module Title: Basics of English Language**

**Sub-enabling outcomes:**

1. Use parts of speech familiarization in socialization to enhance communication;
2. Describe types of parts of speech for effective communication;
3. Use parts of speech to construct sentences;
4. Describe airstream mechanisms for effective pronunciation;
5. Use speech sounds to demonstrate speech organs for effective communication;
6. Use speech sounds to demonstrate word formation process for effective communication;
7. Demonstrate knowledge on reading techniques to enhance communication;
8. Demonstrate knowledge on writing skills to enhance communication;
9. Demonstrate knowledge on listening skills to enhance communication; and
10. Demonstrate knowledge on speaking skills to enhance communication.

**Module Code: AET 04105**

**Module Title: Basic Computer Skills**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of computer literacy to enhance adult learning;
2. Describe components of computer system to enhance understanding of computer;
3. Use computer skills to understand literacy classes activities;
4. Explain computer laboratory safety rules to maintain computers;

5. Demonstrate knowledge of ways of maintaining computer; and
6. Explain basic preventive maintenance techniques to enhance computer security.

## **Semester II**

**Module Code: AET04206**

**Module Title: Life Skills Education**

### **Sub-enabling outcomes:**

1. Demonstrate knowledge of life skills concepts;
2. Explain core life skills strategies and techniques;
3. Describe main components of life skills; and
4. Describe essential life skills required to protect youth from sexual transmitted diseases (STD's).

**Module Code: FAT04207**

**Module Title: Basics of Democracy and Human Rights**

### **Sub-enabling outcomes:**

1. Demonstrate knowledge of concepts related to democracy;
2. Describe principles of democracy to enhance good governance; and
3. Describe key pillars of democratic governance.

**Module Code: AET04208**

**Module Title: Basic Supervisory Skills in Adult Literacy**

### **Sub-enabling outcomes:**

1. Use established guidelines to analyse adult learners needs to establish literacy classes;
2. Use established guidelines to categorize keystakeholders to support resource acquisition for establishing literacy classes;
3. Use appropriate strategies for resource mobilization;

4. Use established guidelines to maintain acquired resources to sustain literacy;
5. Demonstrate knowledge on the role of supervision in adult literacy classes supervisor in adult literacy classes; and
6. Use established tools to collect data on adult literacy.

**Module Code: AET04209**

**Module Title: Kufundisha Stadi za Kisomo**

**Sub-enabling outcomes:**

1. Explain characteristics of adult learners;
2. Describe qualities of adult literacy facilitator;
3. Describe factors determining adult learning environment;
4. Demonstrate knowledge on principles of adult learning in facilitation of literacy classes;
5. Apply adult facilitation skills to enhance learning in adult literacy classes; and
6. Prepare conducive environment for conducting adult literacy classes.

### **3.4.2 Technician Certificate in Adult and Continuing Education (TCACE, NTA LEVEL 5)**

**Semester I**

**Module Code: AET 05101**

**Module Title: Philosophy of Adult Education**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of philosophical principles guiding the practice of adult learning;
2. Demonstrate knowledge of branches of philosophy; and
3. Use philosophical ideas in adult education programmes.

**Module Code: AET 05102**

**Module Title: Management of Adult Literacy Centres**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of the concepts related to adult education programmes planning;
2. Use established guidelines to mobilize resources for establishment of literacy classes;
3. Use established guidelines to conduct needs assessment to determine training requirements;
4. Use established guidelines to identify resources for provision of adult literacy support services at the centre;
5. Use established guidelines to coordinate provision of adult literacy at the centre;
6. Use established guidelines to address challenges in providing adult literacy support services;
7. Demonstrate knowledge of concepts related to programmes evaluation;
8. Use established guidelines to evaluate adult education programmes; and
9. Explain the role of evaluation results in improving adult education programmes.

**Module Code: AET 05103**

**Module Title: Basic Communication Skills**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of theories applicable in communication;
2. Describe communication models to enhance interaction;
3. Describe communication process for effective conveyance of message;
4. Employ principles of communication for effective interaction;
5. Explain types of communication according to communication models;

6. Use referencing skills for effective communication;
7. Explain barriers of communication to enhance effective communication;
8. Apply effective reading skills for effective communication;
9. Apply academic writing skills for effective communication;
10. Apply listening skills for effective communication; and
11. Apply speaking skills for effective communication.

**Module Code:       KIT 05104**

**Module Title:       Sarufi ya Lugha ya Kiswahili**

**Sub-enabling outcomes:**

1. Fafanua misingi ya Lugha ya Kiswahili;
2. Tumia ujuzi wa lugha ya mazungumzo katikakuwasiliana;
3. Tumia ujuzi wa lugha ya maandishi katika kuwasiliana;
4. Onesha uwezo wa kutumia sarufi ya Kiswahili;
5. Onesha ujuzi wa kuchambua tungo za Kiswahili; na
6. Eleza kanuni za uundaji wa maneno katika lugha ya Kiswahili.

**Module Code: ENT 05105**

**Module Title:   Basics of English Grammar and Teaching Methods**

**Sub-enabling outcomes:**

1. Explain word classes in English;
2. Demonstrate knowledge of stylistics in English;
3. Demonstrate proper use of tenses in communication;
4. Explain semantics in language use;
5. Explain word formation of English language use;
6. Demonstrate knowledge of speech sounds system;
7. Apply appropriate methods to prepare lessons for learning facilitation in English subject;
8. Apply appropriate methods to facilitate learning in English subject; and
9. Use appropriate assessment methods and tools to assess teaching and learning in a language subject.

**Module Code: HIT 05106**

**Module Title: History of Africa**

**Sub-enabling outcomes:**

1. Assess relevance of history subject in day to day life;
2. Use archaeological evidences to analyse History of Africa;
3. Explain key issues in history of Africa;
4. Demonstrate understanding of Africa history;
5. Explain themes in history of pre-colonial Tanzania;
6. Explain major issues in post-colonial in Tanzania; and
7. Demonstrate knowledge of cultural heritage of Tanzania.

**Module Code: GET 05107**

**Module Title: Fundamentals of Human and Physical Geography**

**Sub-enabling outcomes:**

1. Describe the structure of the earth;
2. Describe different forces that affect the earth;
3. Describe different features resulting from forces that affect the earth;
4. Analyse the influence of forces of the earth to human activities;
5. Explain the impact of human activities to environment; and
6. Explain the impact of human activities to socio-economic development.

**Semester II**

**Module Code: AET05208**

**Module Title: Fundamentals of Psychology of Adult Learning**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of adult learning psychology;
2. Demonstrate knowledge of learning theories;

3. Use learning theories in facilitating learning in adult education programmes;
4. Demonstrate knowledge of inclusive education;
5. Apply inclusive education principles to create awareness in adult education programmes;
6. Use inclusive teaching and learning strategies to accommodate adult learners with special needs;
7. Demonstrate knowledge of concepts related to assessment;
8. Describe the role of assessment in adult education; and
9. Describe methods of conducting assessment in adult education.

**Module Code:       AET 05209**

**Module Title:       Basics of Research**

**Sub-enabling outcomes:**

1. Describe concepts related to educational research;
2. Describe procedures followed in conducting research; and
3. Develop research proposal as per guidelines.

**Module Code:       AET 05210**

**Module Title:       Basics of Information and Communication  
Technology**

**Sub-enabling outcomes:**

1. Apply basic computer programmes to execute adult education duties at the centre;
2. Use basic ICT storage devices to store adult education data;
3. Use basic ICT preventive maintenance skills to maintain ICT facilities at adult education centre; and
4. Employ computer networking skills to facilitate teaching and learning process in adult education centre.



**Module Code: AET 05211**

**Module Title: Kuchambua Fasihi ya Kiswahili na Mbinu za Ufundishaji**

**Sub-enabling outcomes:**

1. Fafanua dhana muhimu katika fasihi ya Kiswahili;
2. Onesha uwezo wa uhakiki kazi za fasihi ya Kiswahili;
3. Fafanua misingi ya kuchambua kazi za fasihi ya Kiswahili;
4. Onesha ujzi wa kuandaa somo la Kiswahili katika elimu ya watu wazima;
5. Tumia mbinu mahususi kuwezesha mada za somo la Kiswahili;
6. Tumia zana za kuwezesha somo la Kiswahili kwa wanafunzi watu wazima; na
7. Tumia njia na nyenzo sahihi kupima ufundishaji na ujifunzaji wa somo la Kiswahili.

**Module Code: ENT 05212**

**Module Title: English Literature**

**Sub-enabling Outcomes:**

1. Explain key concepts of English literature;
2. Demonstrate knowledge on the use of literary devices; and
3. Demonstrate knowledge on how to analyse literary works.

**Module Code: HIT 05213**

**Module Title: History of capitalism in Europe and Teaching Methods**

**Sub-enabling outcomes:**

1. Describe history of Western Europe up to the 15<sup>th</sup> century;
2. Explain contribution of Capitalism to the development of Western Europe;
3. Explain major crisis in capitalism in Europe;

4. Describe major development in Western Europe from 1991 to the present;
5. Use established guidelines to Prepare lessons for learning facilitation in different topics of the history subject;
6. Use established guidelines to prepare teaching and learning resources in history subject;
7. Use facilitation aids in teaching and learning process; and
8. Use appropriate methods to guide learners in teaching and learning of the history subject.

**Module Code: GET 05214**

**Module Title: Interpretation of Geographic Information and Teaching Methods**

**Sub-enabling outcomes:**

1. Use photographs to interpret geographical information;
2. Use maps to interpret geographical information;
3. Apply basics of statistics to analyse and present geographical data;
4. Apply basics of field survey to obtain geographical information;
5. Use established guidelines to Prepare lessons for learning facilitation in different topics of the geography subject;
6. Describe teaching and learning materials to facilitate the topic of a geography subject;
7. Apply appropriate methods to facilitate topics of the geography;
8. Use appropriate methods to guide learners in teaching and learning of the geography subject; and
9. Use appropriate assessment methods and tools to assess teaching and learning of the geography subject.

### **3.4.3 Ordinary Diploma in Adult and Continuing Education (ODACE, NTA LEVEL 6)**

#### **Semester I**

**Module Code:        DET06103**

**Module Title:        Introduction to Distance Education**

#### **Sub-enabling outcomes:**

1. Explain basic concepts in distance education;
2. Select appropriate media in open and distance learning;
3. Provide learner support services in open and distance learning; and
4. Examine ODL study materials.

**Module Code:        FAT06101**

**Module Title: Introduction to Philosophy of Adult Education**

#### **Sub-enabling outcomes:**

1. Analyse philosophy of adult education;
2. Trace the historical development of adult education in Tanzania;
3. Analyse different forms of education; and
4. Describe philosophical ideas and principles related to the practice of adult education.

**Module Code:        FAT06102**

**Module Title: Curriculum Development**

#### **Sub-enabling outcomes:**

1. Assess community educational needs for Adult Education;
2. Explain structure of curriculum; and
3. Pre-test curriculum.

**Module Code:** GET06101

**Module Title:** Measurements and Information Interpretation in Geography

**Sub-enabling outcomes:**

1. Interpret maps;
2. Interpret photographs;
3. Use statistical methods in geography;
4. Apply basic skills of the elementary survey; and
5. Apply basic field research skills to deal with geographical information.

**Module Code:** HIT06102

**Module Title:** Development of Capitalism in Europe

**Sub-enabling outcomes:**

1. Examine the development of capitalism in Europe;
2. Discuss the world economic crisis in Europe; and
3. Explain the outbreak of the world dictatorship in Europe.

**Module Code:** ENT06103

**Module Title:** English Syntax and Stylistics

**Sub-enabling outcomes:**

1. Analyse word classes;
2. Use tenses in communication;
3. Analyse phrases and clauses in English; and
4. Describe reported speech in English.

**Module Code:** KIT06104

**Module Title:** Sintaksia na Semantiki ya Kiswahili

**Sub-enabling outcomes:**

1. Kuchambua mikabala ya sarufi mapokeo na sarufi miundo virai;
2. Kuchambua kategoria za kisintaksia; na
3. Kufafanua semantiki ya Kiswahili sanifu.

## **Semester II**

**Module Code:       MAT06204**

**Module Title:       Addressing Cross-cutting Issues**

**Sub-enabling outcomes:**

1. Address HIV/AIDS issues;
2. Describe good governance;
3. Analyse human rights; and
4. Analyse environmental issues introduction

**Module Code:       FAT06205**

**Module Title:       Educational Assessment and Evaluation**

**Sub-enabling outcomes:**

1. Explain the importance of conducting assessment and evaluation in adult education;
2. Apply the taxonomies of education/ objective in stating instructional objectives and designing assessment tools;
3. Construct assessment/ evaluation tools (test items); and
4. Interpret test scores.

**Module Code:       MAT06206**

**Module Title:       Planning and Management of Adult Education Projects**

**Sub-enabling outcomes:**

1. Plan adult education project activities;
2. Mobilize resources for carrying out project activities;
3. Monitor implementation of project activities; and
4. Evaluate project performance.

**Module Code:       FAT06206**

**Module Title:       Classroom Facilitation Practice (Field Practice)  
Classroom Facilitation Practice (Field Practice) module with various learning outcomes.**

**Module Code: GET06205**

**Module Title: Introduction to Human Geography**

**Sub-enabling outcomes:**

1. Explain the human activities and spatial relationship;
2. Analyse cases of human activities and their role to development; and
3. Analyse human population and settlement.

**Module Code: ENT06207**

**Module Title: Analysis of Literary Work**

**Sub-enabling outcomes:**

1. Explain types of literary works;
2. Analyse genres of literary works;
3. Review literary works; and
4. Examine criteria to prepare a literary work.

**Module Code: KIT06208**

**Module Title: Uchambuzi wa Fasihi Andishi ya Kiswahili**

**Sub-enabling outcomes:**

1. Kueleza historia ya fasihi ya Kiswahili;
2. Kuchambua nadharia ya fasihi ya Kiswahili;
3. Kuchambua nadharia ya tamthiliya ya Kiswahili; na
4. Kuchambua nadharia ya riwaya ya Kiswahili.

**Module Code: HIT06206**

**Module Title: Post Independence History of Africa**

**Sub-enabling outcomes:**

1. Analyse the state of neo-colonialism in Africa;
2. Assess the nature of African economic dependence;
3. Assess the rise of revolutions in Africa; and
4. Assess the impact of politics of cold war in Africa.

**Module Code: RCT 06208**

**Module Title: Research Based Project**

**The research based project module with various learning outcomes.**

### **3.4.4 Higher Diploma in Adult and Continuing Education (BACE, NTA LEVEL 7)**

#### **Semester I**

**Module code: AEU 07101**

**Module name: Application of Philosophical Principles in Adult Education**

#### **Sub-enabling Outcomes:**

1. Explain importance of philosophy in adult education;
2. Describe historical development of adult education in Tanzania; and
3. Describe philosophical ideas in adult education.

**Module Code: AEU 07102**

**Module Title: Psychology of Adult Learning**

#### **Sub-enabling outcomes:**

1. Explain key concepts in psychology;
2. Demonstrate knowledge of learning theories in adult education;
3. Describe the role of nature and nurture to human development;
4. Describe principles of inclusive education to accommodate learners with special needs;
5. Analyse strategies to accommodate learners with special needs; and
6. Assess educational policies supporting inclusive education in Tanzania.

**Module Code: AEU 07103**

**Module Title: Communication Skills**

**Sub-enabling outcomes:**

1. Demonstrate English language structure in communication;
2. Use effective communication in interaction to interact with community;
3. Analyse barriers of communication;
4. Demonstrate principles of communication in writing;
5. Demonstrate media for communication;
6. Use referencing skills in writing;
7. Use speaking skills in communication;
8. Demonstrate writing skills in communication;
9. Demonstrate reading skills in communication; and
10. Demonstrate listening skills in communication.

**Module Code: EAU 07104**

**Module Title: Information and Communication Technology Skills**

**Sub-enabling outcomes:**

1. Describe concepts related to ICT;
2. Describe computer system;
3. Describe information processing cycle;
4. Explain information systems;
5. Describe ICT networks;
6. Analyse multimedia system;
7. Describe internet and website services;
8. Demonstrate computer tools to execute duties;
9. Demonstrate computer laboratory (healthy and safety) rules; and
10. Demonstrate security issues to maintain data and information.



**Module Code: KIU 07105**

**Module Title: Misingi ya Lugha na Isimu ya Kiswahili**

**Sub-enabling outcomes:**

1. Fafanua dhana ya lugha;
2. Chambua isimu ya lugha ya Kiswahili;
3. Onesha uwezo wa kutumia fonolojia ya lugha ya Kiswahili;
4. Onesha uwezo wa kuchambua mofolojia ya lugha ya Kiswahili;
5. Onesha ufahamu wa kutumia sintaksia ya lugha ya Kiswahili;
6. Onesha ufahamu wa kutumia semantiki na pragmantiki; na
7. Onesha matumizi ya Kiswahili katika muktadha mbalimbali.

**Module Code: ENU 07106**

**Module Title: Principles of Linguistics**

**Sub-enabling outcomes:**

1. Use principles of phonetics and phonology to manage use of sounds in English language;
2. Demonstrate knowledge of principles of morphology in language;
3. Use principles of stylistics and semantics in Kiswahili or English language;
4. Demonstrate lexis and word formation;
5. Use principles of syntax in communication; and
6. Demonstrate ability to use translation and interpretation skills.

**Module Code:** HIU 07107

**Module Title:** Survey of World History

**Sub-enabling outcomes:**

1. Explain importance of studying History;
2. Analyse sources of historical information;
3. Explain early technological developments;
4. Analyse ancient civilizations;
5. Survey pre-capitalist modes of production;
6. Explain development of capitalism in the world; and
7. Explain development of socialism in the world.

**Module Code:** GEU 07108

**Module Title:** Physical and Human Geography

**Sub-enabling outcomes:**

1. Explain importance of studying Geography;
2. Assess effects of earth's planetary movements;
3. Describe structure of the earth;
4. Explain effects of processes within the earth's atmosphere;
5. Analyse forces that affect the earth;
6. Assess relationship of forces of the earth and human activities in environment; and
7. Analyse contribution of human activities to socio-economic development.

**Semester II**

**Module Code:** AEU 07209

**Module Title:** Curriculum Development in Adult Education

**Sub-enabling outcomes:**

1. Demonstrate knowledge of curriculum concept in adult education;
2. Describe different curriculum models for programme development in adult Education;
3. Analyse curriculum context for adult education programmes; and
4. Evaluate curriculum implementation in adult education programmes.

**Module Code: AEU 07210**

**Module Title: Facilitation in Adult Learning**

**Sub-enabling outcomes:**

1. Explain concepts related to adult learning;
2. Use appropriate techniques to facilitate adult learning;
3. Prepare teaching and learning resources for effective facilitation; and
4. Use various assessment methods to assess teaching and learning process in adult education.

**Module Code: AEU 07211**

**Module Title: Measurement and Evaluation in Adult Education**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of measurement and evaluation concepts;
2. Apply purpose of measurement and evaluation in adult education;
3. Use measurement scales in adult education;
4. Explain principles of measurement;
5. Explain ways of interpreting students' scores;
6. Identify instruments used for measurement in education; and
7. Describe quality of measurement instruments.

**Module Code: AEU 07212**

**Module Title: Guidance and Counselling**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of the concepts related to guidance and counselling;
2. Use guidance tools to guide learners in adult education programmes; and
3. Use guidance principles to conduct counselling sessions to support learners to achieve their goals.

**Module Code:** KIU07213

**Module Title:** Uchambuzi wa Fasihi ya Kiswahili

**Sub-enabling outcomes:**

1. Fafanua dhana muhimu katika fasihi ya Kiswahili;
2. Onesha uwezo wa kuchambua nadharia za fasihi; na
3. Onesha uwezo wa kuhakiki kazi za fasihi ya Kiswahili.

**Module Code:** ENU 07214

**Module Title:** Analysis of Literary Works Language

**Sub-enabling outcomes:**

1. Demonstrate knowledge on literary works;
2. Analyse literary theories in English; and
3. Examine literary works.

**Module Code:** HIU 07215

**Module Title:** History of Africa

**Sub-enabling outcomes:**

1. Analyse modes of production in Africa;
2. Explain impacts of Mercantilism in Africa;
3. Explain impact of imperialism in Africa;
4. Assess nationalism and struggle for independence in Africa;
5. Explain nationalism and struggle for independence in Tanzania; and
6. Analyse social and economic developments in post-colonial Africa.

**Module Code:** GEU 07216

**Module Title:** Geographic Data Acquisition and Interpretation Techniques

**Sub-enabling Outcomes:**

1. Interpret photographs;
2. Interpret maps;
3. Apply statistical methods to analyse and present geographic data; and
4. Apply field survey techniques to obtain geographical information.

### **Semester III**

**Module Code: EAU 07317**

**Module Title: Multimedia Technology in Adult Education**

**Sub-enabling outcomes:**

1. Demonstrate understanding of multimedia and educational technology;
2. Analyse multimedia suitable for teaching adult learners; and
3. Apply multimedia in adult education programmes.

**Module Code: AEU 07318**

**Module Title: Entrepreneurship Skills in Adult Education**

**Sub-enabling outcomes:**

1. Describe the concept of entrepreneurship;
2. Carryout SMEs activities;
3. Describe legal issues to carryout business;
4. Demonstrate knowledge on e-business;
5. Describe e-business strategies;
6. Explain national efforts to promote e-business activities;
7. Describe business resources;
8. Use managerial skills to manage business resources; and
9. Use entrepreneurial skills to mitigate business risks.

**Module Code: AEU 07319**

**Module Title: Research Skills**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of concepts related to research in adult education context;
2. Develop research proposal as per guidelines;
3. Use research skills to collect data;
4. Analyse and interpret data/findings as per guidelines; and
5. Write research report as per guidelines.

**Module Code: AEU07320**

**Module Title: Management and Administration of Adult Education**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of management functions in adult education;
2. Plan adult education activities for effective implementation of adult education programmes;
3. Manage resources to enhance efficiency of adult education programmes;
4. Demonstrate knowledge of management theories in adult education;
5. Analyse application of theory of organization in adult education context;
6. Assess the implications of management theories in adult education;
7. Explain role of adult education programme evaluation;
8. Describe methods of adult education programme evaluation; and
9. Write programme evaluation report as per guidelines.

**Module Code: AEU 07321**

**Module Title: Inclusive Education in Adult Education**

**Sub-enabling outcomes:**

1. Describe principles of inclusive education to accommodate learners with special needs;
2. Analyse strategies to accommodate learners with special needs; and
3. Assess educational policies supporting inclusive education in Tanzania.

**Module Code: KIU 07322**

**Module Title: Njia za Ufundishaji na Ujifunzaji wa Somo la Kiswahili**

**Sub-enabling outcomes:**

1. Onesha uwezo wa kuandaa somo la Kiswahili kwa wanafunzi watu wazima;
2. Tumia mbinu mahususi kuwezesha mada za somo la Kiswahili;
3. Onesha uwezo wa kuandaa zana za kuwezesha somo la Kiswahili kwa wanafunzi watu wazima; na
4. Fanya upimaji na Ujifunzaji wa somo la Kiswahili.

**Module Code: ENU 07323**

**Module Title: English Teaching Methods**

**Sub-enabling outcomes:**

1. Use adult learning principles to prepare lesson guides for learning facilitation of English subject;
2. Use adult learning principles to prepare lesson resources for learning facilitation in English subject;
3. Use appropriate methods in facilitation of English Subject;
4. Provide guidance to learners in teaching and learning process; and
5. Use appropriate assessment methods and tools to assess teaching and learning of English subject.

**Module Code: HIU 07324**

**Module Title: History Teaching Methods**

**Sub-enabling Outcomes:**

1. Use adult learning principles to prepare lesson guides for learning facilitation of History subject;
2. Use adult learning principles to prepare resources for learning facilitation in History subject;
3. Use appropriate methods in facilitation of History subject;
4. Provide guidance to learners in teaching and learning process;
5. Use appropriate assessment methods and tools to assess teaching and learning of History subject.

**Module Code: GEU 07325**

**Module Title: Geography Teaching Methods**

**Sub-enabling Outcomes:**

1. Use adult learning principles to prepare lesson guides for learning facilitation of Geography subject;
2. Use adult learning principles to prepare resources for learning facilitation in Geography subject;
3. Use appropriate methods in facilitation of Geography subject;
4. Provide guidance to learners in teaching and learning process; and
5. Use appropriate assessment methods and tools to assess teaching and learning of Geography subject.

**Semester IV**

**Module Code: AEU 07426**

**Module Title: Practicum (Teaching Practice)**

**Sub-enabling outcomes:**

**The Practicum (Teaching Practice) module with various learning outcomes.**

**Module Code: MEU07427**

**Module Title: Initiating Adult Literacy Programmes**

**Sub-enabling outcomes:**

**Initiating Adult Literacy Programme module with various learning outcomes.**

**Module Code: AEU 07428**

**Module Title: Fieldwork Report Writing**

**Sub-enabling outcomes:**

**Field work report writing module with various learning outcomes.**



### **3.4.5 Bachelor Degree in Adult and Continuing Education (BACE NTA LEVEL 8)**

#### **Semester I**

**Module Code: DEU08101**

**Module Title: Managing Open and Distance Learning**

#### **Sub-enabling outcomes:**

1. Analyse Open and Distance Learning;
2. Manage the provision of learner support services;
3. Select appropriate media in Open and Distance Learning; and
4. Assess and evaluate learning in ODL.

**Module code: MAU08102**

**Module name: Policy Analysis and Interpretation**

#### **Sub-enabling Outcomes:**

1. Interpret national and other related institutional and educational policies;
2. Describe theories and methods in public analysis;
3. Involve stakeholders in institutional policy formulation; and
4. Set policies rules and regulations to guide organizational operation/activities.

**Module code: MAU08103**

**Module name: Management of Adult Education Programmes**

#### **Sub-enabling Outcomes:**

1. Establish links and coordination with different;
2. Adult education providers;
3. Explain the key concepts of management, adult education;
4. Examine the functions of management in adult education programmes;
5. Set goals in line with organizational vision and mission;
6. Plan activities in adult education programmes; and
7. Demonstrate ability to organize resources required for adult education programmes.

**Module code:** GEU08101

**Module name:** Application of Statistical Methods in Geography

**Sub-enabling Outcomes:**

1. Analyse distribution and networks;
2. Demonstrate understanding of the methods of representing geographical data; and
3. Apply different statistical methods in representing geographic data.

**Module code:** HIU08102

**Module name:** Surveying History of Tanzania

**Sub-enabling Outcomes:**

1. Explore the evolution of economic and social formational in pre-colonial Tanzania;
2. Explore the early contacts between Tanzania and the external world;
3. Analyse the German and British colonial project;
4. Analyse the natural of national independence struggles; and
5. Discuss the post-colonial situation of Tanzania.

**Module code:** ENU08103

**Module name:** Variation of English

**Sub-enabling Outcomes:**

1. Describe the notion of variation in different levels of Language;
2. Demonstrate understanding of variation according to the user; and
3. Demonstrate understanding variation according to the use.

## **Semester II**

**Module code: KIU08104**

**Module name: Fonolojia na Mofolojia ya Kiswahili Sanifu**

### **Sub-enabling Outcomes:**

1. Kufafanua dhana ya Fonetiki na fonolojia ya Kiswahili;
2. Kufafanua uhusiano baina ya taaluma ya fonetiki na fonolojia;
3. Kufafanua dhana na nadharia zinazohusu fonimu;
4. Kufafanua uwakilishi wa kifonolojia;
5. Kueleza dhana za msingi;
6. Kuchambua nadharia ya mofimu na neno;
7. Kufafanua michakato ya kimofolojia ya Kiswahili; na
8. Kufafanua kanuni za kimofolojia.

**Module code: RCU 08201**

**Module name: Programme Monitoring, Evaluation and Quality Control**

### **Sub-enabling Outcomes:**

1. Analyse the need for evaluation of adult education programmes;
2. Describe types of evaluation;
3. Collect data using evaluation tools;
4. Analyse data and draw conclusions and recommendations;
5. Demonstrate knowledge and skills on quality assurance in adult education programmes;
6. Analyse management of educational quality assurance process; and
7. Demonstrate ability to conduct monitoring and evaluation of quality assurance process.

**Module code: DEU08205**

**Module name: Development of Open and Distance Learning Study Materials**

**Sub-enabling Outcomes:**

1. Analyse open and distance learning study materials;
2. Prepare open and distance learning study materials; and
3. Coordinate distribution of ODL study materials.

**Module code: MAU08206**

**Module name: Human Resource Management**

**Sub-enabling Outcomes:**

1. Describe the concepts of human resource management field;
2. Examine basic staffing functions;
3. Manage human resource work performance;
4. Examine legal aspects in human resource; and
5. Management and employee relations.

**Module code: MEU08207**

**Module name: Application of Entrepreneurship Skills in Education**

**Sub-enabling Outcomes:**

1. Conceptualize entrepreneurship;
2. Apply entrepreneurship skills advocacy and marketing;
3. Initiate entrepreneurial activities;
4. Describe forms business ownership;
5. Explain business planning environment;
6. Apply customer care skills in educational programmes;
7. Examine legal, ethical and social obligations in business environment; and
8. Creating and managing small and medium since enterprise (SMs) in Tanzania.

**Module Code: GEU08204**

**Module Title: Geography Teaching Methods and Techniques**

**Sub-enabling outcomes:**

1. Demonstrate qualities of good geography facilitator;
2. Carry out geography classroom lesson; and
3. Monitor and assess geography teaching and learning process.

**Module Code: HIU08209**

**Module Title: History Teaching Methods**

**Sub-enabling outcomes:**

1. Analyse curriculum documents/ materials;
2. Prepare scheme of work;
3. Prepare lesson plan and notes;
4. Prepare teaching and learning resources;
5. Demonstrate qualities of a good history teacher;
6. Apply participatory methods in teaching;
7. Use facilitating aids in facilitation; and
8. Assess learning.

**Module Code: ENU08214**

**Module Title: English Teaching Methods**

**Sub-enabling outcomes:**

1. Analyse curriculum documents/ materials;
2. Prepare scheme of work;
3. Prepare lesson plan and notes;
4. Prepare teaching and learning resources;
5. Demonstrate qualities of a good English teacher;
6. Apply participatory methods in facilitation;
7. Use facilitating aids in facilitation;
8. Guide learners in learning; and
9. Assess learning.

**Module Code: KIU08219**

**Module Title: Mbinu za Kufundishia na Kujifunza Somo la Kiswahili**

**Sub-enabling outcomes:**

1. Kuchambua nadharia za ujifunzaji lugha;
2. Kuonesha uhusiano kati ya nadharia ya ujifunzaji lugha na mbinu za kufundishia lugha;
3. Kuchambua vijenzi vya mtaala;
4. Kuandaa azimio la kazi;
5. Kuandaa andalio la somo;
6. Kuandaa zana za kuwezeshea;
7. Kutumia mbinu shirikishi za uwezeshaji; na
8. Kupima ujifunzaji.

### **3.5 Sub-Enabling Outcomes for Modules Offered in Adult Education and Community Development**

#### **3.5.1 Basic Technician Certificate in Adult Education and Community Development (BTCAECD/NTA LEVEL 4**

**Semester I**

**Module Code: AET 04101**

**Module Title: Basics of Adult Facilitation**

**Sub-enabling Outcome:**

1. Explain adult learning concepts;
2. Explain factors determining adult learning environment; and
3. Explain the implications of characteristics of adult learner in facilitating literacy circle.

**Module Code: AET 04102**

**Module Title: Establishment of Adult Literacy Classes**

**Sub Enabling Outcomes:**

1. Describe the concepts related to literacy circles;
2. Describe criteria for establishing literacy circles;

3. Use appropriate guidelines in establishing literacy circles;
4. Demonstrate knowledge of sensitization process for community participation in literacy circles;
5. Use established strategies to sensitize the community to participate in literacy activities; and
6. Use established steps to carry out sensitization process.

**Module Code:       AET 04103**

**Module Title:       Basic Skills in English Language**

**Sub Enabling Outcomes:**

1. Describe airstream mechanism for effective pronunciation;
2. Demonstrate speech organs for effective communication;
3. Describe word formation process for effective communication;
4. Demonstrate reading techniques to enhance communication;
5. Demonstrate writing skills to enhance communication;
6. Demonstrate listening skills to enhance communication; and
7. Demonstrate speaking skills to enhance communication.

**Module Code:       CDT 04104**

**Module Title:       Basics of Community Development**

**Sub Enabling Outcomes:**

1. Explain the concepts of community and community development;
2. Describe principles of community development;
3. Use principles of community development for improving people's livelihood;
4. Explain the concepts community and community groups;
5. Use principles of community development to organize groups within the community for development; and
6. Use guidelines to prepare meetings for community groups.

**Module Code: AET 04105**

**Module Title: Community Participation Approaches**

**Sub Enabling Outcomes:**

1. Explain community participatory approaches;
2. Prepare community participatory tools for community development activities as per guidelines;
3. Use participatory tools for community development activities;
4. Explain community development activities;
5. Prepare tools to collect information for assessment of community development activities as per guidelines; and
6. Use prepared tools to assess community development activities.

**Semester II**

**Module Code: AET 04206**

**Module Title: Kufundisha Stadi za Kisomo**

**Sub Enabling Outcomes:**

1. Prepare facilitation sessions in adult literacy circles as per guidelines;
2. Use adult education principles to conduct facilitation in adult literacy circles;
3. Describe adult learners needs to form literacy circles;
4. Categorize key stakeholders to support resource acquisition as per community profile; and
5. Maintain resources to sustain literacy as per resource management guidelines.

**Module Code: AET 04207**

**Module Title: Management of Adult Literacy Classes**

**Sub Enabling Outcomes:**

1. Demonstrate knowledge of the concept of supervision;
2. Explain the roles of the supervisor in adult literacy circles;
3. Use established tools to collect adult education data; and
4. Use adult education principles to conduct literacy activities in adult literacy circles.



**Module Code: AET 04208**

**Module Title: Basic Computer Skills**

**Sub Enabling Outcomes:**

1. Demonstrate computer literacy to enhance adult learning;
2. Demonstrate knowledge of components of computer system;
3. Describe the impact of computer system;
4. Demonstrate computer laboratory safety rules to maintain computers;
5. Demonstrate knowledge of maintaining computer security; and
6. Explain basic preventive maintenance techniques to enhance computer security.

**Module Code: AET 04209**

**Module Title: Resource Mobilization Skills**

**Sub Enabling Outcomes:**

1. Explain resources in implementing community activities;
2. Explain resource mobilization in community activities;
3. Apply mobilization skills to acquire resources in the community; and
4. Use appropriate strategies for resource mobilization.

**Module Code: CDT 04210**

**Module Title: Basics of Project Planning and Implementation**

**Sub Enabling Outcomes:**

1. Explain the concepts of community development plans;
2. Use community development guidelines to prepare community development plans to work with community;
3. Use community development guidelines to implement plans to work with community;
4. Describe community development projects;

5. Use guidelines to prepare action plan for implementing community development projects; and
6. Involve community members in implementing community development projects as per community development guidelines.

### **3.5.2 Technician Certificate in Adult Education and Community Development (NTA LEVEL 5)**

**Module Code: AET 05101**

**Module Title: Philosophy of Adult Education**

**Sub Enabling Outcomes:**

1. Demonstrate knowledge of philosophical principles guiding the practice of adult learning;
2. Demonstrate knowledge of branches of philosophy; and
3. Use philosophy ideas in adult education programmes.

**Module Code: AET 05102**

**Module Title: Management of Adult Literacy Centres**

**Sub Enabling Outcomes:**

1. Demonstrate knowledge of the concepts related to adult education programme planning;
2. Use resources mobilization skills to establish literacy programmes;
3. Use needs assessment results to determine training requirements;
4. Demonstrate knowledge of adult education programmes conducted in the community;
5. Use established guidelines to identify resources for provision of adult literacy support services at the centre;
6. Use established guidelines to coordinate provision of adult literacy support services at the centre; and
7. Demonstrate knowledge of addressing challenges in providing adult literacy support service.

**Module Code: AET 05103**

**Module Title: Basic Communication Skills**

**Sub Enabling Outcomes:**

1. Demonstrate knowledge of communication theories to enhance communication;
2. Use communication models to enhance interaction;
3. Use communication process to enhance interaction in the community;
4. Use principles of communication to enhance interaction;
5. Use types of communication to enhance interaction;
6. Use referencing skills for effective communication;
7. Demonstrate knowledge of barriers of communication to enhance effective communication;
8. Use established guidelines of reading skills for effective communication;
9. Use established guidelines of academic writing skills for effective communication;
10. Use established guidelines of listening skills for effective communication; and
11. Use established guidelines of speaking skills for effective communication;

**Module Code: CDT 05204**

**Module Title: Basics of Community Development Programme Management**

**Sub Enabling Outcomes:**

1. Use concept of management to promote community development;
2. Describe basic functions of management in community development;
3. Apply functions of management to promote community development activities;
4. Describe concept of community resource mobilization to enhance community development;
5. Apply set of procedures in mobilizing resources in community; and
6. Use community development skills to mobilize resources for community development projects.

**Module Code: KIT 05105**

**Module Title: Sarufi ya Lugha ya Kiswahili**

**Sub Enabling Outcomes:**

1. Fafanua isimu ya Kiswahili;
2. Tumia ujuzi wa elimu ya mazungumzo katika kuwasiliana;
3. Tumia ujuzi wa elimu ya maandishi katika kuwasiliana;
4. Onesha uwezo wa kutumia isimu ya Kiswahili;
5. Onesha ujuzi wa kuchambua tungo za Kiswahili; na
6. Eleza kanuni za uundaji wa maneno katika lugha ya Kiswahili.

**Module Code: ENT 05106**

**Module Title: Basics of English Grammar and Teaching Methods**

**Sub Enabling Outcomes:**

1. Demonstrate knowledge of word classes in English;
2. Demonstrate knowledge of stylistics in English;
3. Demonstrate proper use of tenses in communication;
4. Demonstrate knowledge of semantics in language use;
5. Use word formation in English language;
6. Prepare lessons for learning facilitation in English subject as per adult learning principles;
7. Apply appropriate methods to facilitate learning in English subject; and
8. Use appropriate assessment methods and tools to assess teaching and learning in a language subject.

**Module Code: HIT 05107**

**Module Title: History of Africa**

**Sub Enabling Outcomes:**

1. Describe relevance of history subject in day to day life;
2. Use archaeological evidences to analyse History of Africa;
3. Explain key issues in history of Africa;
4. Describe themes in history of pre-colonial Tanzania;
5. Describe major issues in post-colonial in Tanzania; and
6. Demonstrate knowledge of cultural heritage of Tanzania.

**Module Code: GET 05108**

**Module Title: Fundamentals of Physical and Human Geography**

**Sub Enabling Outcomes:**

1. Describe the structure of the earth;
2. Describe different forces that affect the earth;
3. Describe different landforms resulting from forces affect the earth;
4. Describe the influence of the forces of the earth to human activities;
5. Describe the impact of human activities to the environment; and
6. Explain the impact of human activities to socio-economic development.

**Semester II**

**Module Code: AET 05209**

**Module Title: Basics of Psychology of Adult Learning**

**Sub Enabling Outcomes:**

1. Demonstrate knowledge of adult learning psychology;
2. Demonstrate knowledge of learning theories;
3. Use learning theories in facilitating learning in adult education programmes;
4. Use inclusive teaching and learning strategies to accommodate adult learners with special needs;
5. Demonstrate knowledge of concepts related to assessment;
6. Describe the role of assessment in adult education; and
7. Describe methods of conducting assessment in adult education.

**Module Code: AET 05210**

**Module Title: Basics of Research**

**Sub Enabling Outcomes:**

1. Demonstrate knowledge of concepts related to educational research;
2. Demonstrate knowledge of procedures in research; and
3. Use research writing skills to develop research proposal.

**Module Code: AET 05111**

**Module Title: Application of ICT Skills**

**Sub Enabling Outcomes:**

1. Apply basic computer programmes to execute adult education duties at the centre;
2. Use basic ICT storage devices to store adult education data and information;
3. Use basic ICT preventive maintenance skills to maintain ICT facilities at adult education centre; and
4. Use computer networking skills to facilitate teaching and learning process in adult education centre.

**Module Code: AET 05212**

**Module Title: Supervisory Skills in Community Projects**

**Sub Enabling Outcomes:**

1. Describe concept of supervision in community development activities;
2. Use resources management skills for community development;
3. Use community supervisory skills to implement community development activities;
4. Demonstrate knowledge of resource utilization;
5. Apply supervisory skills for proper utilization of resources in the community; and
6. Apply standard procedures for proper utilization of resources in the community.

**Module Code:**        **KIT 05213**

**Module Title:**        **Kuchambua Fasihi ya Kiswahili na Mbinu za Ufundishaji**

**Sub Enabling Outcomes:**

1. Fafanua dhana muhimu katika fasihi ya Kiswahili;
2. Onesha uwezo wa kuchambua nadharia za fasihi;
3. Onesha uwezo wa kuhakiki kazi za fasihi ya Kiswahili;
4. Onesha ujuzi wa kuandaa somo la Kiswahili katika elimu ya watu wazima;
5. Tumia mbinu mahususi kuwezesha mada za somo la Kiswahili;
6. Tumia zana za kuwezeshea somo la Kiswahili kwa wanafunzi watu wazima; na
7. Tumia njia na nyenzo sahihi kupima ufundishaji na ujifunzaji wa somo la Kiswahili.

**Module Code:**        **AET 05214**

**Module Title:**        **English Literature**

**Sub Enabling Outcomes:**

1. Demonstrate knowledge of key concepts in English literature;
2. Use literary devices in analysing literary works in English literature; and
3. Use literacy theories to analyse literary works.

**Module Code:**        **AET 05215**

**Module Title:** **History of Capitalism in Europe and Teaching Method**

**Sub Enabling Outcomes:**

1. Describe history of Western Europe from Antiquity to the 15th century;
2. Explain contribution of Capitalism to the development of Western Europe;
3. Explain major crises of capitalism in Europe;

4. Describe major development in Western Europe 1991 to the present;
5. Use principles of adult learning to prepare lessons for learning facilitation in different topics of the History subject;
6. Use principles of adult learning to prepare teaching and learning resources in History subject;
7. Use teaching and learning aids in facilitation of History lessons; and
8. Guide learners in teaching and learning of the History subject as per facilitation guidelines.

**Module Code: GET 05216**

**Module Title: Information Interpretation and Teaching Methods in Geography**

**Sub Enabling Outcomes:**

1. Use photographs to interpret geographical data;
2. Use maps to interpret geographical information;
3. Apply basics of statistics to analyse and present geographical data;
4. Apply basics of field survey to obtain geographical information;
5. Prepare lessons for learning facilitation in different topics of the geography subject as per facilitation guidelines;
6. Use teaching and learning materials to facilitate the topic of a geography subject;
7. Apply appropriate methods to facilitate topics of the geography subject;
8. Use appropriate methods to guide learners in teaching and learning of the geography subject; and
9. Use appropriate assessment methods and tools to assess teaching and learning of the geography subject.



### 3.5.3 Ordinary Diploma in Adult Education and Community Development (NTA LEVEL 6)

#### Semester I

**Module Code:** FAT06102

**Module Title:** Literacy and Development

**Sub Enabling Outcomes:**

1. Describe adult literacy programmes in the community;
2. Devise mechanisms to manage adult literacy programme; and
3. Facilitate adult literacy programme.

**Module Code:** CDT06103

**Module Title:** Community Participation and Planning

**Sub Enabling Outcomes:**

1. Demonstrate understanding of community in the context of adult education and community Development;
2. Describe ways of involving community members in adult education and community development undertakings;
3. Describe factors affecting community involvement in community development activities;
4. Use various ways in involving community members in adult education and community development undertakings;
5. Describe the concept of participation as used in community development;
6. Describe various participatory methods of data collection in community development activities; and
7. Use participatory approaches/method in collecting data from community.

**Module Code: FAT 06101**

**Module Title: Management Principles in Adult Education**

**Sub Enabling Outcomes:**

1. Describe management;
2. Explore the functions of management;
3. Devise strategies for personnel development and Motivation;
4. Explain importance of managing finance;
5. Prepare budget; and
6. Devise strategies to maintain physical resources.

**Module Code: CDT06104**

**Module Title: Entrepreneurship**

**Sub Enabling Outcomes:**

1. Describe concept of entrepreneurship;
2. Develop business plan for adult education and community development enterprises;
3. Describe techniques to acquire capital for adult education and community development enterprises;
4. Analyse small and medium enterprises; and
5. Initiate small and medium enterprises.

**Module Code: CDT06105**

**Module Title: Good Governance**

**Sub Enabling Outcomes:**

1. Explain importance of government in the society;
2. Describe the structure of government in Tanzania;
3. Explore functions of Tanzania government structure;
4. Explain the concept of democracy;
5. Describe the pillars of democracy;
6. Asses the state of democracy in Tanzania;
7. Explain the concept of human rights;
8. Asses the efforts made to promote human rights in Tanzania;
9. Analyse the rights of special groups; and
10. Devise strategies to promote, advocate and defend human rights in the society.

## **Semester II**

**Module Code:        FAT06206**

**Module Title:        Curriculum Development**

### **Sub Enabling Out**

1. Demonstrate understanding of curriculum;
2. Assess community learning needs for adult education programmes;
3. Prepare curriculum;
4. Pre-test curriculum;
5. Implement adult education programme activities; and
6. Monitor and evaluate adult education programmes.

**Module Code:        FAT 06209**

**Module Title:        Management of Adult Education and Community Development**

### **Sub Enabling Outcomes:**

1. Examine the role of management in the practice of Adult Education;
2. Explain the importance of human resources in the practice of adult education;
3. Asses performance of personnel;
4. Solicit funds for adult education activities;
5. Supervise use of funds;
6. Determine required physical resources for adult education programmes; and
7. Supervise use of physical resources.

**Module Code:        CDT06207**

**Module Title:        Environmental Studies**

### **Sub Enabling Outcomes:**

1. Explain importance of conserving environment;
2. Assess the state of the environment in the community;
3. Develop strategies to enhance sustainable environmental conservation; and
4. Implement environmental conservation strategies.

**Module Code: CDT06208**

**Module Title: Gender and Development**

**Sub Enabling Outcomes:**

1. Describe concepts of gender and gender issues;
2. Analyse gender issues in the community;
3. Provide education on gender equity and equality in community;
4. Asses the state of gender equity and equality in the society;
5. Explore challenges faced in attaining gender equity and equality; and
6. Devise strategies to promote gender equity and equality.

**Module Code: RCT06208**

**Module Title: Research Practice**

**Sub Enabling Outcomes:**

1. Design research; and
2. Conduct research.

**Module Code: FAT 06206**

**Module Title: Field Attachment (in Community Development and Adult Education)**

**Sub-enabling outcomes:**

1. Implement adult education programme activities; and
2. Implement community development activities.

### **3.5.4 Higher Diploma in Adult Education and Community Development (NTA LEVEL 7)**

## **Semester I**

**Module code:        AEU 07101**

**Module Title:        Philosophy of Adult Education**

### **Sub-enabling outcomes:**

1. Explain importance of philosophy in adult education;
2. Describe historical development of adult education in Tanzania; and
3. Describe branches of philosophy and philosophical ideas for effective facilitation.

**Module Code:        AEU 07102**

**Module Title:        Psychology of Adult Learning**

### **Sub-enabling outcomes:**

1. Explain key concepts in psychology;
2. Demonstrate knowledge of learning theories in adult education; and
3. Describe role of nature and nurture to human development.

**Module Code:        AEU 07103**

**Module Title:        Communication Skills**

### **Sub-enabling outcomes:**

1. Explain English language structure in communication;
2. Use effective communication to interact with community;
3. Explain barriers of communication to enhance communication in an organization;
4. Demonstrate principles of communication;
5. Demonstrate knowledge on media interaction;
6. Use referencing skills for effective communication;
7. Use speaking skills in communication;
8. Demonstrate writing skills for effective communication;
9. Demonstrate reading skills for effective communication; and
10. Demonstrate listening skills for effective communication.

**Module Code:        AEU 07104**

**Module Title:    Information and Communication Technology Skills**

**Sub-enabling outcomes:**

1. Describe concepts related to ICT;
2. Describe computer system;
3. Describe information processing cycle;
4. Explain information systems;
5. Describe ICT networks;
6. Describe multimedia system;
7. Describe internet and website services;
8. Use computer tools to execute adult and community development duties;
9. Demonstrate computer laboratory (healthy and safety) rules; and
10. Demonstrate knowledge on maintenance of data and information.

**Module Code:        CDU 07105**

**Module Title:        Principles of Community Development**

**Sub-enabling outcomes:**

1. Explain the concepts of community development;
2. Describe principles of community development;
3. Apply principles of community development;
4. Describe concepts related to community participation;
5. Explain community participation approaches;
6. Explain the state of community participation in development activities in Tanzania;
7. Describe community work to enhance community development;
8. Demonstrate knowledge of principles of community work; and
9. Demonstrate knowledge on participatory development in Tanzania.

**Module Code: KIT 07106**

**Module Title: Misingi ya Lugha na Isimu ya Kiswahili**

**Sub-enabling outcomes:**

1. Fafanua dhana ya lugha;
2. Chambua isimu ya lugha ya Kiswahili;
3. Onyesha uwezo wa kutumia fonolojia ya lugha ya Kiswahili;
4. Onyesha uwezo wa kuchambua mofolojia ya lugha ya Kiswahili;
5. Onyesha ufahamu wa kutumia sintaksia ya lugha ya Kiswahili;
6. Onyesha ufahamu wa kutumia semantiki na pragmantiki; na
7. Onesha matumizi ya lugha ya mazungumzo na maandishi katika mawasiliano.

**Module Code: ENU 07107**

**Module Title: Principles of Linguistics**

**Sub-enabling outcomes:**

1. Use principles of phonetics and phonology to manage use of sounds in English language;
2. Demonstrate knowledge of principles of morphology in language;
3. Use principles of stylistics and semantics in Kiswahili or English language;
4. Demonstrate lexis and word formation;
5. Use principles of syntax in communication; and
6. Demonstrate knowledge on the use of translation and interpretation skills.

**Module Code:** HIU 07108

**Module Title:** Survey of World History

**Sub-enabling outcomes:**

1. Explain importance of studying History;
2. Explain sources of historical information;
3. Explain early technological developments;
4. Demonstrate knowledge on ancient civilizations;
5. Describe pre-capitalist modes of production;
6. Explain development of capitalism in the world; and
7. Explain development of socialism in the world.

**Module Code:** GEU 07109

**Module Title:** Human and Physical Geography

**Sub-enabling outcomes:**

1. Explain importance of studying Geography;
2. Describe effects of earth's planetary movements;
3. Describe structure of the earth;
4. Explain effects of processes within the earth's atmosphere;
5. Describe forces that affect the earth;
6. Describe relationship of forces of the earth and human activities in environment; and
7. Explain contributions of human activities to socio-economic development.

**Semester II**

**Module Code:** AEU 07210

**Module Title:** Curriculum Development in Adult Education

**Sub-enabling outcomes:**

1. Demonstrate knowledge on curriculum concepts in adult education;
2. Describe different curriculum models for programme development in adult education;
3. Use principles of adult education to analyse curriculum in adult education programmes; and
4. Use principles of adult education to evaluate curriculum implementation in adult education programmes.



**Module Code: AEU 07211**

**Module Title: Facilitation in Adult Education**

**Sub-enabling outcomes:**

1. Explain concepts related to adult learning for successful learning;
2. Use appropriate techniques to facilitate adult learning; and
3. Use established guidelines to prepare teaching and learning resources for effective facilitation.

**Module Code: AEU 07212**

**Module Title: Educational Measurement and Evaluation**

**Sub-enabling outcomes:**

1. Demonstrate knowledge on measurement and evaluation concepts;
2. Describe measurement and evaluation in adult education;
3. Use measurement scales to conduct measurement in adult education programmes;
4. Explain principles of measurement;
5. Explain principles of measurement;
6. Describe instruments used for measurement in education; and
7. Describe quality of measurement instruments.

**Module Code: CDU 07213**

**Module Title: Project Planning and Management**

**Sub-enabling outcomes:**

1. Describe policy framework guiding community development;
2. Describe policies related to community development;
3. Explain different policies for community development;
4. Describe corporate social responsibility;

5. Describe principles of corporate social responsibility;
6. Explain the role of corporate social responsibility in community development;
7. Demonstrate knowledge of community facilitation skills;
8. Describe principles of effective community facilitation; and
9. Use community facilitation skills to promote community development.

**Module Code:        AEU 07214**

**Module Title:        Guidance and Counselling**

**Sub-enabling outcomes:**

1. Demonstrate knowledge on concepts related to guidance and counselling;
2. Use guidance tools to guide learners in adult education programmes; and
3. Use counselling theories to conduct counselling sessions to support learners achieve learning goals.

**Module Code:        KIU 07215**

**Module Title:        Uchambuzi wa Fasihi ya Kiswahili**

**Sub-enabling outcomes:**

1. Fafanua dhana muhimu katika fasihi ya Kiswahili;
2. Onesha uwezo wa kuchambua nadharia za fasihi; na
3. Onesha uwezo wa kuhakiki kazi za fasihi ya Kiswahili.

**Module Code:        ENU 07216**

**Module Title:        Analysis of Literary Works**

**Sub-enabling outcomes:**

1. Demonstrate knowledge on literary works;
2. Apply literary principles to analyse literary theories in English; and
3. Apply literary principles to examine literary works.

**Module Code: HIU 07217**

**Module Title: History of Africa**

**Sub-enabling outcomes:**

1. Describe modes of production in Africa;
2. Explain impacts of Mercantilism in Africa;
3. Explain impacts of imperialism in Africa;
4. Describe nationalism and struggle for independence in Africa;
5. Explain nationalism and struggle for independence in Tanzania; and
6. Analyse social and economic developments in post-colonial Africa.

**Module Code: GEU 07218**

**Module Title: Geographic Data Acquisition and Interpretation Techniques**

**Sub-enabling outcomes:**

1. Use geographical data skills to interpret photographs;
2. Use geographical skills to interpret maps;
3. Apply statistical methods to analyse and present geographical data obtain geographical information; and
4. Apply field survey techniques to obtain geographical information.

**Semester III**

**Module Code: AEU07319**

**Module Title: Multimedia Technology in Adult Education**

**Sub-enabling outcomes:**

1. Demonstrate knowledge on multimedia and educational technology;
2. Describe types of multimedia suitable for adult education programmes; and
3. Apply multimedia in adult education programmes.

**Module Code: AEU07320**

**Module Title: Entrepreneurship Skills**

**Sub-enabling outcomes:**

1. Describe the concept of entrepreneurship;
2. Use entrepreneurship skills to carry out small and medium enterprises (SMEs) activities;
3. Apply legal framework to carry out business;
4. Demonstrate knowledge on e-business;
5. Explain e-business strategies to carry out business;
6. Explain national efforts to promote e-business activities;
7. Demonstrate knowledge on business resources;
8. Demonstrate knowledge on manage business resources; and
9. Use entrepreneurial skills to mitigate business risks.

**Module Code: AEU 07321**

**Module Title: Research Skills**

**Sub-enabling outcomes:**

1. Demonstrate knowledge of concepts related to research in adult education and community development;
2. Use research guidelines to develop research proposal;
3. Use research guidelines to collect data;
4. Use research guidelines to analyse and interpret data findings; and
5. Use research guidelines to write research report.

**Module Code: CDU 07322**

**Module Title: Management of Adult Education Programmes**

**Sub-enabling outcomes:**

1. Demonstrate knowledge on administrative and leadership functions;
2. Use established guidelines to plan for effective

- implementation on adult education and community development programmes;
3. Demonstrate knowledge of management theories in adult education;
  4. Explain management theories; and
  5. Apply theories of organization related to the context of adult education.

**Module Code: CDU 07323**

**Module Title: Inclusive Education in Adult Learning**

**Sub-enabling outcomes:**

1. Describe principles of inclusive education to accommodate learners with special needs;
2. Explain strategies to accommodate learners with special needs;
3. Use principles of education to assess educational policies supporting inclusive education in Tanzania; and
4. Use established guidelines to mobilize resources to accommodate learners with special needs.

**Module Code: KIU 07324**

**Module Title: Njia za Ufundishaji na Ujifunzaji wa Somo la Kiswahili**

**Sub-enabling outcomes:**

1. Onesha uwezo wa kuandaa somo la Kiswahili kwa watu wazima;
2. Tumia mbinu mahususi kuwezesha mada za somo la Kiswahili;
3. Onesha uwezo wa kuandaa zana za kuwezesha somo la Kiswahili kwa wanafunzi watu wazima; na
4. Fanya upimaji wa ufundishaji na ujifunzaji wa somo la Kiswahili.

**Module Code: ENU 07325**

**Module Title: English Teaching Methods**

**Sub-enabling outcomes:**

1. Use adult learning principles to prepare lesson guides for learning facilitation of English subject;
2. Use adult learning principles to prepare resources for learning facilitation English subject;
3. Use appropriate methods in facilitation of English subject;
4. Use established guidelines to provide guidance to learners in teaching and learning process; and
5. Use appropriate assessment methods and tools to assess teaching and learning English subject.

**Module Code: HIU 07326**

**Module Title: History Teaching Methods**

**Sub-enabling outcomes:**

1. Use adult learning principles to prepare lesson guides for learning facilitation of History;
2. Use adult learning principles to prepare resources for learning facilitation in History;
3. Use appropriate methods in facilitation of learning History; and
4. Use appropriate assessment methods and tools to assess teaching and learning of History Subject.

**Module Code: GEU 07327**

**Module Title: Geography Teaching Methods**

**Sub-enabling outcomes:**

1. Use adult learning principles to prepare lesson guides for learning facilitation of Geography;
2. Use adult learning principles to prepare resources for learning facilitation in Geography;

3. Use appropriate methods in facilitation of learning Geography;
4. Use established guidelines to provide guidance to learners in teaching and learning processes; and
5. Use appropriate assessment methods and tools to assess teaching and learning of Geography.

#### **Semester IV**

**Module Code:        AEU 07428**

**Module Title:        Practicum (Teaching Practice)**

**Sub-enabling outcomes:**

1. Use variety of assessment methods to assess teaching; and learning process in adult education;
2. Use managerial skills to manage resources to enhance effective and efficiency of adult education programmes; and
3. Use established guidelines to provide guidance to learners in teaching and learning process.

**Module Code:        CDU 07429**

**Module Title:        Initiating Community Development Projects**

**Sub-enabling outcomes:**

**Field based practical module with various learning outcomes.**

**Module Code:        AEU 07430**

**Module Title:        Fieldwork Report Writing**

**Sub-enabling outcomes:**

**Field based practical module with various learning outcomes.**

### 3.5.5 BAECD (NTA LEVEL 8)

#### Semester I

**Module Code:** DEU 08204

**Module Title:** Management of Open and Distance Learning Programme

#### Sub-enabling outcomes:

1. Analyse Open & Distance Learning (ODL);
2. Manage provision of learner support service (ODL);
3. Select appropriate media in distance education;
4. Asses and evaluate learner in ODL;
5. Assess learners in ODL programmes; and
6. Develop ODL study material.

**Module Code:** MAU 08205

**Module Title:** Policy Issues in Adult Education

#### Sub-enabling outcomes:

1. Analyse organizational needs regarding adult education and community development programmes;
2. Interpret national and other related institutional policies;
3. Described theories and methods in public policy analysis;
4. Involve stakeholders in policy formulation; and
5. Set policies, rules and regulations to guide organizational operations.

**Module Code:** MAU 08206

**Module Title:** Programme Monitoring Evaluation and Quality Control

#### Sub- enabling outcomes:

1. Demonstrate knowledge and skills on quality assurance in adult and continuing education programme;



2. Analyse educational quality assurance processes;
3. Demonstrate ability to conduct monitoring and evaluation in quality assurance;
4. Prepare evaluation report;
5. Identify ways of reporting programmes evaluation results; and
6. Disseminate evaluation findings.

**Module Code: FAU 08207**

**Module Title: Guidance and Counselling**

**Sub- enabling outcomes:**

1. Identify clients for guidance and counselling;
2. Determine required community support for guidance and counselling;
3. Analyse resource requirement;
4. Analyse needed facilities and infrastructure for counselling;
5. Locate facilities and structure for counselling;
6. Analyse guidance and counselling principles;
7. Apply theoretical principles in guidance; and
8. Use different approaches of counselling.

**Module Code: MAU 08208**

**Module Title: Organizational Management and Financial Administration**

**Sub- enabling outcomes:**

1. Analyse functions of a leader;
2. Set goals in line with organizational vision and mission;
3. Prepare implementation plan for adult education and community development programme;
4. Make decisions on the use of resources in adult education and community programme;
5. Analyse professional standards in adult education and community development programmes;

6. Apply professionalism in adult education programmes;
7. Plan administrative tasks in adult education and community development programmes;
8. Organize different functions in organization;
9. Development procedures for controlling the quality of work;
10. Examine the aspects of human resources strategies and planning in an organization;
11. Examine the aspects of human resources in field of adult education in Tanzania;
12. Examine management processes and functions in educational systems; and
13. Examine essence of coordination in management processes.

## **Semester II**

**Module Code: RCT 08101**

**Module Title: Data Collection and Research Report Writing (Field)**

### **Sub- enabling outcomes:**

1. Collect data using tools;
2. Analyse data and draw conclusions and recommendations; and
3. Write research report.

**Module Code: MAU 08207**

**Module Title: Management Practice (Field Attachment)**

### **Sub- enabling outcomes:**

1. Prepare implementation plan for adult education and community development programmes;
2. Apply professionalism in adult education programmes; and
3. Plan administrative tasks in adult education and community development programmes.

**Module Code: MAU 08208**

**Module Title: Management Practice Field Attachment**

**Sub- enabling outcomes:**

1. Develop tools for evaluation;
2. Identify ways of reporting programmes evaluation results; and
3. Disseminate evaluation findings.

**Note:** Students of NTA Level 5-8 should opt at least two Modules (Elective) for each Semester from Adult and Continuing Education Programme.

**3.5.5 Sub-Enabling Outcomes for Modules Offered in Distance Education (ODL)**

**3.5.6 Basic Technician Certificate in Distance Education (BTCDE NTA LEVEL 4): ODL**

**Semester I**

**Module Code: ACE04102**

**Module Title: Application of Information and Communication Technology in Distance Education**

**Sub-enabling outcomes:**

1. Explain ICT;
2. Use ICT for communication in DE;
3. Use computer and mobile phones in accessing and delivering educational information;
4. Described multimedia technology in distance education;
5. Use multimedia technology in distance Education;
6. Select multimedia technology in distance Education; and
7. Describe the concept of electronic communication.

**Module Code: ACE04106**

**Module Title: Application of Competence Based Assessment  
Methods in Distance Education**

**Sub-enabling outcomes:**

1. Explain the term competence;
2. Describe features of CBET in DE;
3. Examine the rationale of CBET in DE;
4. Describe CBA methods in DE;
5. Explain categories/types of CBA in DE;
6. Apply principles of competence Based Assessment in DE;
7. Apply assessment methods in DE; and
8. Prepare assessment feedback in DE.

**Module Code: DE04203**

**Module Title: Introduction to Open and Distance Learning (ODL)**

**Sub-enabling outcomes:**

1. Describe ODL;
2. Determine challenges in ODL;
3. Explain historical background of DE;
4. Describe Learner Support Services in DE;
5. Explain challenges in provision of learner support Services in DE;
6. Address challenges in provision of learner support services in DE;
7. Describe distance education learning centre;
8. Provide guidance and counselling support services in DE;
9. Provide administrative support services in DE; and
10. Provide tutorial/academic support services in DE.

**Module Code: ME04104**

**Module Title: Introduction to Communication Skills in Distance Education**

**Sub-enabling outcomes:**

1. Describe the process of communication;
2. Use communication skills in distance education;
3. Apply principles of communication in distance education;
4. Describe instructional aids;
5. Improvise instructional aids in DE; and
6. Utilize instructional aids in DE.

**Semester II**

**Module Code: DE04205**

**Module Title: Monitoring and Evaluation of Distance Education Learning Centres**

**Sub-enabling outcomes:**

1. Apply principles of monitoring in DE;
2. Use indicators to monitor DE study centres;
3. Design monitoring tools;
4. Provide monitoring feedback;
5. Apply principles of evaluation in DE;
6. Use indicators to evaluate DE study centres;
7. Design evaluation tools;
8. Provide evaluation feedback;
9. Select appropriate data collection methods to conduct monitoring and evaluation;
10. Apply data collection methods to conduct Monitoring; and
11. Apply data collection methods to conduct evaluation.

**Module Code: DE04201**

**Module Title: Application of Adult Learning Methods in Distance Education**

**Sub-enabling outcomes:**

1. Explain the concept of Adult Education;
2. Explain Pedagogical approaches;
3. Use and andragogical approaches in Distance Education;
4. Use appropriate technology for learning approaches in DE;
5. Apply facilitation skills in learning process;
6. Explain the importance of face to face sessions in DE;
7. Describe procedures for organizing face to face sessions; and
8. Design materials for face to face sessions.

**Module Code: ME 04208**

**Module Title: Facilitating Literacy Skills in Distance Education**

**Module Credits: 09**

**Sub-enabling outcomes:**

1. Examine the state of literacy in Tanzania before and after independence;
2. Describe the needs of adult literacy learners;
3. Analyse adult literacy core content areas; and
4. Examine the process of teaching and learning literacy skills.

**Module Code: FA04207**

**Module Title: Teaching Practice (Field Work)**

**Sub-enabling outcome:**

**Field based practical module with various learning outcomes.**

### **3.6.1 Technician Certificate in Distance Education (TCDE, NTA LEVEL 5) ODL**

#### **Semester I**

**Module Code: DE05101**

**Module Title: Provision of Tutorial and Administrative Support Services in Distance Education**

#### **Sub-enabling outcomes:**

1. Illustrate the concept of ODL;
2. Examine learner support services in ODL
3. Examine factors guiding provision of learner support services;
4. Describe tutorial support services;
5. Describe administrative support services; and
6. Prepare administrative tools in distance education.

**Module Code: DE05102**

**Module Title: Management and Administration of Distance Education Programmes**

#### **Sub-enabling outcomes:**

1. Explain planning and management in DE;
2. Examine the importance of planning and management in DE
3. Explain the process of strategic planning in DE programme;
4. Explain monitoring and evaluation in DE;
5. Examine students learning programmes and services
6. Examine programmes resources;
7. Examine leadership and governance in DE;
8. Explain the process of monitoring and evaluation in DE;
9. Explain advocacy and marketing in DE;
10. Develop advocacy and marketing strategy for DE; and
11. Explain the process of advocacy and Marketing in DE.

**Module Code: MAT05106**

**Module Title: Application of Basic Communication Skills**

**Sub-enabling outcomes:**

1. Use communication skills for effective learning facilitation;
2. Use appropriate means of communication (technologies/media) in communicating with adult literacy programmes stakeholders;
3. Demonstrate ability to use language structure correctly and appropriately in communicating with adult literacy programmes stakeholders; and
4. Manage communication barriers in order to communicate effectively with adult literacy programmes stakeholders.

**Module Code: MAT05107**

**Module Title: Application of Basic Information and Communication Technology Skills in Distance Education**

**Sub-enabling outcomes:**

1. Use computer in searching educational information;
2. Use computer in preparing documents;
3. Use appropriate computer programme in conducting learning sessions;
4. Use different technologies in carrying out adult literacy programmes;
5. Use computer to design materials for awareness creation;
6. Select ICT facilities to be used in advocacy and publicity of literacy programmes; and
7. Use appropriate ICT facilities to conduct advocacy and publicity of literacy programmes.



**Module Code: GET05101**

**Module Title: Exploring Structure and Geomorphic Features of the Earth**

**Sub-enabling outcomes:**

1. Explain geography as a discipline of study;
2. Explore the position of the earth in the solar system;
3. Explore the structure of the earth;
4. Explore the materials which make the earth; and
5. Analyse the forces acting upon the earth and their resulting features.

**Module Code: KIT 05106**

**Module Title: Kutumia Fonologia na Mofolojia ya Kiswahili Sanifu katika Mawasiliano**

**Sub Enabling Outcomes:**

1. Kufafanua dhana ya lugha na sarufi;
2. Kuonesha uhusiano uliopo katika tanzu za sarufi;
3. Kufafanua fonolojia ya Kiswahili sanifu; na
4. Kufafanua mofolojia ya Kiswahili sanifu.

**Module Code: HIT 05102**

**Module Title: Analysing History of African Societies Before Independence**

**Sub-enabling outcomes:**

1. Analyse the development of the pre-colonial African societies;
2. Discuss pre-colonial modes of production;
3. Assess the role of the agents of Colonialism Colonization of Africa;
4. Explain the establishment of European colonial rule in Africa;
5. Analyse the African reaction to the imposition of colonial rule; and
6. Examine Africa Nationalism and Independent process.

**Module Code: ENT05103**

**Module Title: Application of English Phonology, Morphology and Semantics in Communication**

**Sub-enabling outcomes:**

1. Describe articulation of sounds;
2. Explain stress and intonation patterns in English;
3. Describe morphemes in English;
4. Analyse word formations process in communication;
5. Analyse stylistics in English;
6. Analyse word classes;
7. Use tenses in communication;
8. Analyse phrases and clauses in English; and
9. Describe reported speech in English.

**Semester II**

**Module Code: DE05201**

**Module Title: Provision of Guidance and Counselling in ODL**

**Sub-enabling outcomes:**

1. Illustrate guidance and counselling in ODL;
2. Describe counselling skills in ODL;
3. Examine systems of guidance and counselling support services;
4. Describe types counselling in ODL; and
5. Examine ways of providing guidance in ODL.

**Module Code: RC05203**

**Module Title: Introduction to Research in Distance Education**

**Sub-enabling outcomes:**

1. Describe research concept;
2. Explain types of research;
3. Explain research area;
4. Explain challenges facing research in DE;
5. Find out research areas in DE;

6. Explain research proposal;
7. Describe components of research proposal;
8. Examine qualities of research proposal; and
9. Write research proposal.

**Module Code: DE05204**

**Module Title: Maintaining the Quality of Distance Education Programmes**

**Sub-enabling outcomes:**

1. Explain the concept of quality assurance in DE;
2. Explain the importance of quality assurance in DE;
3. Examine determinants of quality assurance in DE;
4. Explain quality indicators;
5. Set quality indicators;
6. Use quality indicators;
7. Determine challenges for quality assurance;
8. Determine strategies to overcome challenges in QA in DE; and
9. Examine QA kit for DE.

**Module Code: DE05205**

**Module Title: Managing Distance Education Projects**

**Sub-enabling outcomes:**

1. Examine the concept and phase of project;
2. Determine project areas in DE and set indicators for successful project;
3. Establish the link between the project team and other stakeholders;
4. Describe the process of project planning and schedule of the project;
5. Set values for project implementation and management;
6. Manage risks of the project;
7. Explain the concept of monitoring and evaluation of the project;
8. Set the monitoring and evaluation indicators in distance education projects; and
9. Write monitoring and evaluation report.

**Module Code: GET05205**

**Module Title: Application of Geography Learning Facilitating Methods**

**Sub-enabling outcomes:**

1. Analyse geography syllabus;
2. Prepare geography lesson;
3. Prepare instructional materials for a geography lesson;
4. Apply facilitation methods;
5. Guide learners in a learning process; and
6. Assess learning.

**Module Code: KIT05208**

**Module Title: Kutumia Mbinu za Kuwezesha Ujifunzaji wa Somo la Kiswahili**

**Sub-enabling outcomes:**

1. Kuchambua vijenzi vya mtaala wa Kiswahili;
2. Kuandaa azimio la kazi;
3. Kuandaa andalio la somo;
4. Kuandaa Vifaa vya kuwezeshea;
5. Kutumia mbinu shirikishi za kuwezeshea; na
6. Kupima ujifunzaji.

**Module Code: HIT 05206**

**Module Title: History Learning Facilitating Methodology**

**Sub Enabling Outcomes:**

1. Analyse history syllabus;
2. Prepare history lesson;
3. Prepare instructional materials for a history lesson;
4. Apply facilitation methods in history;
5. Guide learners in a learning process; and
6. Assess learning.

**Module Code: ENT05207**

**Module Title: Application of English Learning Facilitating Methods**

**Sub-enabling outcomes:**

1. Analyse English syllabus;
2. Prepare English lesson;
3. Prepare instructional materials for English lesson;
4. Apply facilitation methods;
5. Guide learners in a learning process; and
6. Assess learning.

### **3.6.2 Ordinary Diploma in Distance Education (ODDE, NTA LEVEL 6) ODL**

**Semester I**

**Module Code: DE 06104**

**Module Title: Development ODL Study Materials**

**Sub Enabling Outcomes:**

1. Analyse nature of ODL study materials;
2. Examine procedure of developing study materials for ODL;
3. Select media for distance education; and
4. Coordinate the distribution of ODL study materials.

**Module Code: FA 06102**

**Module Title: Development of Capitalism in Europe**

**Sub Enabling Outcomes:**

1. Examine the development of capitalism in Europe;
2. Discuss the world economic crisis in Europe; and
3. Explain the outbreak of the world dictatorship in Europe.

**Module Code: GET 06101**

**Module Title: Measurements and Information Interpretation in Geography**

**Sub Enabling Outcomes:**

1. Interpret maps;
2. Interpret photographs;
3. Use statistical methods in geography;
4. Apply basic skills of the elementary survey; and
5. Apply basic field research skills to deal with geographical information.

**Module Code: ENT 06103**

**Module Title: English Syntax and Stylistics**

**Sub Enabling Outcomes:**

1. Analyse word classes;
2. Use tenses in communication;
3. Analyses phrases and clauses in English; and
4. Describe reported speech in English.

**Semester II**

**Module Code: FA 06103**

**Module Title: Foundation of Open and Distance Learning**

**Sub-enabling outcomes:**

1. Explain the meaning and forms of education;
2. Analyse education system of Tanzania;
3. Trace the historical development of open and distance learning in pre and post-colonial Tanzania;
4. Apply philosophical ideas related to the practice of open and distance learning; and
5. Apply principles of education in open and distance learning.

**Module code: GET 06205**

**Module Title: Introduction to Human Geography**

**Sub enabling Outcomes:**

1. Explain the human activities and spatial relationship;
2. Analyse cases of human activities and their role to development; and
3. Analyse human population and settlements.

**Module code: ENT 06207**

**Module Title: Analysis of Literary Works**

**Sub enabling Outcomes:**

1. Explain types of literary works;
2. Analyse genres of literary works;
3. Review literary works; and
4. Examine criteria to prepare a literary work.

**Module code: HIT 06206**

**Module Title: Post Independence History of Africa**

**Sub enabling Outcomes:**

1. Analyse the state of neo-colonialism in Africa;
2. Assess the nature of African economic dependence;
3. Assess the rise of revolutions in Africa; and
4. Assess the impact of politics of cold war in Africa.

**Module code: FAT 06205**

**Module Title: Practicing Teaching**

**Sub enabling Outcomes:**

**Field based practical module with various learning outcomes.**

## **4.0 ADMISSION REGULATIONS & ENTRY REQUIREMENTS**

### **4.1 Admission Criteria for Bachelor Degree Programmes**

The applicant shall be eligible for admission into Bachelor Degree level if he/she has the following entry qualifications;

- Two principal passes in Advanced Certificate of Secondary Education Examination with a total of 4.0 points from Two subjects defining the admission into the respective programme (where A=5; B=4; C=3, D=2; E=1) for applicants completed studies before 2014 and after 2016.

OR

- Two principal passes (Two Cs) in Advanced Certificate of Secondary Education with a total of 4.0 points from Two subjects defining the admission into the respective programme (where: A=5; B+=4; B=3 C=2, D=1) for applicants completed studies in 2014 and 2015.

OR

- Holder of Ordinary Diploma in Adult and Continuing Education/Teacher Education/ Social Work/ Community Development/ Project Planning and Management with at least a GPA of 3.0 and holder of Form IV with four passes in "D" in non-religious subjects.

### **4.2 Admission Criteria for Ordinary Diploma Programmes**

The applicant shall be eligible for admission into Ordinary Diploma Programmes, if he/she has the following entry qualifications;

- Holders of Certificate of Secondary Education Examination (CSEE) with at least Four (4) passes in non-religious subjects.
- Holders of Basic Technician Certificate (NTA Level 4) in Adult Education, distance education, Social Work, Community Development, or Project Planning and Management OR Grade IIIA Teaching Certificate plus Certificate of Secondary Education Examination (CSEE) with at least Four (4) passes in non-religious Subjects



OR Advanced Certificate of Secondary Education Examination with at least one Principal pass and one subsidiary in principal subjects.

#### **4.3 Admission Criteria for Basic Technician Certificate Programmes**

- Holder of Certificate of Secondary Education Examinations (CSEE) with four passes in non-religious subjects.

OR

- Holder of Grade IIIA Teaching Certificate plus at least two passes in Certificate of Secondary Education Examinations (CSEE) in non-religious subjects.

#### **4.4 Modes of Application**

- Applicants may apply online through [www.iae.ac.tz](http://www.iae.ac.tz).
- Download and fill application forms for certificate and diploma programmes, scan and send to the email address indicated on the application form or submit it at any of the IAE offices.
- Pick application form from any IAE campus/office, fill in and submit for processing.
- Bachelor Degree applicants apply online only.

### **5.0 TEACHING AND LEARNING ACTIVITIES**

#### **5.1 Distribution of Semesters**

- An academic year has two semesters.
- Length of a semester for conventional full-time programmes is different from that of open and distance learning programmes.

#### **5.2 Teaching and Learning Timetables**

- Campuses and learning centres will provide timetables for educational activities taking place at the campus or centre.
- Students will follow timetables provided.

### **5.3 Attendance and Participation**

- Students will be required to attend all learning sessions scheduled for them.
- Students are required to attempt all educational activities required to be done.

### **6.0 CLASSIFICATION OF ASSESSMENT AND AWARDS**

The following shall be the conduct in the classification of assessment and awards:

A continuous assessment will comprise 50 marks (for conventional full-time programmes) and 40 marks (for open and distance learning programmes). The Pass mark in the continuous assessments shall be 25 marks, 22.5 marks and 20 marks for NTA Level 4 and 5, NTA Level 6 and NTA Level 7 and 8 respectively (for the conventional full-time programmes) and 20 marks, 18 marks and 16 marks for NTA level 4 and 5, NTA level 6 and NTA level 7 and 8 (for open and distance learning programmes). See Appendix 1 for more clarification.

### **6.1 Continuous Assessment Activities**

- a) Continuous assessments in the conventional full-time programmes will constitute of:
  - i) Project = 10 marks
  - ii) Mid-Semester Test = 25 marks
  - iii) Group/Seminar Presentation and Participation = 10 marks
  - iv) Portfolio = 5 marks
- b) Continuous assessments in the open and distance learning programmes will constitute of:
  - i) Project = 10 marks
  - ii) Mid-Semester Test = 25 marks
  - iii) Portfolio = 5 marks
- c) Continuous assessments in the field practice and research practice will constitute of activities which are indicated in their respective guidelines.

- d) Failure in Continuous Assessment  
A student who fails in continuous assessment (below pass mark) will repeat one of the activities in continuous assessment to make him/her pass strictly at pass mark scores.

## 6.2 The Semester Examination

- a) The semester examination shall be administered at the end of semester or module.
- i) For conventional programmes, it shall carry 50 marks, adding to the 50 from continuous assessment to make a total of 100. The pass mark in the semester examination shall be 25 marks, 22.5 marks and 20 marks for NTA Level 4 and 5, NTA Level 6 and NTA Level 7 and 8 respectively. See Appendix 1.
  - ii) For open and distance learning programmes, it shall carry 60 marks, adding to the 40 from continuous assessment to make a total of 100. The pass mark in the semester examination shall be 30, 27 and 24 for NTA Level 4 and 5, NTA Level 6 and NTA Level 7 and 8 respectively.
- b) The final marks shall be graded as indicated in Table

**Table 2: Grading system**

Grade	Definition	Certificate (NTA level 4 & NTA level 5)		Ordinary Diploma		Bachelor Degree	
		Range of Marks	Point	Range of Marks	Point	Range of Marks	Point
A	Excellent	80-100	4	75-100	5	70-100	5
B+	Very Good	-	-	65-69	4	60-69	4
B	Good	65-79	3	55-64	3	50-59	4
C	Average	50-64	2	45-54	2	40-49	2
D	Marginal fail	40-49	1	40-44	1	35-39	1
F	Fail	0-39	0	0-39	0	0-34	0
Minimum Pass		C		C		C	

- c) Cumulative Grade Point Average (GPA) shall be computed by considering summation of grade points times the number of credits in each module divided by the total number of credits stipulated within the modules taken by a student, that is:

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

Where *P* represents a grade point assigned to a letter graded scored by the student in a module and *N* represents the number of credits associated with the module.

### 6.3 Rules for Classification of Award

The following rules shall apply to classification of an award:

- a) The classification of award shall be as shown in Table 3.

Certificate of award shall only be issued to a student who shall have passed all modules registered for in the course or programme.

**Table 3: Final Classification of Awards**

Certificate		Ordinary Diploma		Bachelor Degree	
Class	Range of GPA	Class	Range of GPA	Class	Range of GPA
First class	3.5-4.0	First class	4.4-5.0	First class	4.4-5.0
Second class	3.0-3.4	Upper Second class	3.5-4.3	Upper second class	3.5-4.3
		Lower second class	2.7-3.4	Lower second class	2.7-3.4
Pass	2.0-2.9	Pass	2.0-2.6	Pass	2.0-2.6

## **7.0 EXAMINATIONS ELIGIBILITY AND REGULATIONS**

### **7.1 A candidate shall be eligible for an examination of the Institute after fulfilling the following conditions:**

- a) Having been registered for a module/course in question;
- b) Completion of all exercises in continuous assessment and he/she has passed;
- c) Attendance of at least 75% of classroom sessions; and
- d) Payment of required fees.

### **7.2 The following are regulations for postponement:**

- a) Students will not be allowed to postpone examinations except under special circumstances.
- b) Permission to postpone examinations will only be considered after producing satisfactory evidence of the reasons for postponement.
- c) Cases of postponement due to illness or any other genuine reasons must be reported before the time of sitting for the examination in question, and approval of the Institute through the Academics Directorate and Academics Support Services Directorate should be sought by filling in special forms.
- d) If a candidate falls sick during the examination, the matter should be reported to the Academics Support Services Directorate.
- e) A student who is sick and decides to take an examination does so at his/her own risk, and must abide by the examination results;
- f) The maximum period for a student to postpone his/her studies will be two academic years.
- g) Any candidate sitting for any examination other than the regular Semester Examination shall be required to pay fees as cost for processing and handling the examinations.

### **7.3 Each candidate shall be required to observe the following examination regulations:**

- a) Candidates should ensure that they have been issued a

Clearance Card and own a valid student ID card before examinations begin;

- b) Candidates should be responsible for regularly consulting examination time tables;
- c) All candidates will assemble outside the examination room and will only enter if and when allowed to do so by an invigilator or examination officer;
- d) Before entering the examination room, each candidate shall be inspected by the invigilator to ensure that s/he is not carrying with him/her any unauthorized material(s);
- e) No food staff or drinks is allowed in the examination room;
- f) Candidates must not start to read the paper, or start writing until told to do so by the invigilator;
- g) Silence shall be observed at all times in the examination room;
- h) Borrowing of working tools from another candidate in the examination room is prohibited;
- i) Candidates will start writing after they are allowed to do so by the invigilator and they will stop writing when they are told to do so;
- j) All rough work(s) must be written on the last page of the answer booklet or script and cancelled through before handing it to the invigilator;
- k) A candidate is prohibited from writing or annotating in the question papers; and
- l) candidate is not allowed to distract other examinees' attention by actions such as smoking, commotions, telephone noises and related disturbances in the examination room.

**7.4 The following shall be regarded as examinations offences and therefore punishable by these regulations:**

- a) Talking to another candidate or any person inside or outside the examinations room during the examinations'

session without the permission of the invigilator, whose penalty shall be Cancellation of the examination in question and sit for supplementary examination, subject to payment of the examination costs and being confirmed by the Examinations Board and approved by the Council;

- b) Possession or access of unauthorized materials that could be of assistance to a candidate whose penalty shall be the cancellation of all semester examinations results and re-seat for cancelled examinations as supplementary subject to payment of the examinations' costs and being confirmed by the Examinations Board and approved by the Council;
- c) Copying or indulging in copying from any paper or notes or allowing any other student to copy any matter from his answer book or render in any manner any assistance to another candidate in solving a question or part of question set in the question paper, whose penalty shall be the cancellation of all semester examinations results and re-seat for cancelled examinations as supplementary subject to payment of the examinations' costs and being confirmed by the Examinations Board and approved by the Council;
- d) Consulting books, notebooks, papers, or any other prohibited source of information, either outside the examination room or inside the examination room, while the examination is on progress, and before he/she hands over his/her answer book to the invigilator whose penalty shall be the cancellation of all semester examinations results and re-seat for cancelled examinations as supplementary subject to payment of the examinations' costs and being confirmed by the Examinations Board and approved by the Council;
- e) Swallowing a paper or attempting to swallow it or running away with it or causing its disappearance or destroying it while the examination is on progress, shall be deemed

- to be a decisive disciplinary offence whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
- f) Misconduct or misbehaving towards the invigilator or refusal to sign the invigilator's report of fact in any irregularity discovered, whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
  - g) Forging or using another person's signature or student identity card or registration/examination number or using a forged document with a view of seeking for admission whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
  - h) Smuggling in an answer book or continuation sheet or taking out part or arranging to send out answer book or continuation sheet during or after the examination with or without the help of any person connected with the examination centre or any agency within or outside the examination centre shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
  - i) Impersonating a candidate or any member of the Institute community before, during or after examination session, whose penalty shall be disqualification from appearing in the examination for a period of up two years, subject to confirmation by the Examinations Board and approved by the Council;
  - j) Using force or violence against or assaulting fellow candidate, an officer or any member of the Institute community or conduct which does or is likely to cause



- damage, defacement or violence to any person or property within the examination room provided that such conduct is that of a candidate towards another candidate or member of the Institute whose penalty shall be to suspend a candidate for not more than one academic year and pay compensation to the value of the damaged property, subject to confirmation by the Examinations Board and approved by the Council; and
- k) In no circumstance must answer books stamped or not, used or unused, be removed or brought from the examination room by a candidate whose penalty shall be disqualification from appearing in the examination for a period of up to two years, subject to confirmation by the Examinations Board and approved by the Council.

## **8.0 SPECIAL EXAMINATIONS, SUPPLEMENTARY EXAMINATIONS AND APPEALS**

### **8.1 Supplementary Examinations**

The following are regulations for conduct of supplementary examinations:

- a) A candidate who fails in any module in a Semester Examination shall be required to sit for supplementary examinations; and
- b) The maximum score in a module for supplementary examinations will not go beyond the minimum pass mark of a module for semester examination.

### **8.2 Special Examinations**

The following are regulations for conduct of special examinations:

- a) A candidate, who fails to do an assignment or test in continuous assessment due to unavoidable circumstances, following approval by the head of department or campus principal, will be given special assignments or tests to complete coursework before sitting for regular semester examination;

- b) A candidate with incomplete coursework due to genuine reported reasons will request for postponement of examinations; and, subject to completion of coursework, such a candidate will sit for special examinations as first sitting;
- c) A candidate who fails to sit for semester examination due to unavoidable circumstances such as sickness, following acceptance and approval by the Registrar, will sit for the special examination as first sitting;
- d) A candidate who requests and gets permission for postponement of examinations will sit for the special examination as first sitting; and
- e) A candidate who requests to sit for Semester Examination at any time of his or her convenience shall, depending on convenience to the Institute, sit for such on-demand examination (ODE) as special examination and as first sitting.

**8.3 The following are regulations on failure in supplementary examinations:**

- a) A candidate who fails in a supplementary examination shall be required to re-sit for supplementary examination and pass the module before sitting for Semester Examinations of the subsequent semester; and
- b) A candidate who fails the examination after re-sitting for supplementary examination will be required to re-study the module and pass it before getting into the next level.

**8.4 A candidate who is eligible to sit or re-sit for any examination which is not first sitting will be required to meet costs of preparing and administering the examination as stipulated in examinations cost guidelines.**

**8.5 The appeals procedures shall be as follows:**

- a) As soon as provisional examination results are released, a candidate who is discontented with the results may appeal;

- b) The appeal must be forwarded to the Rector through the Director of Academics Support Services or campus manager within 14 days from the date of release of the provisional results;
- c) The appeal form shall be in written form accompanied by all relevant and substantive evidence; and
- d) Where the appeal involves remarking of scripts, a candidate will be required to pay an appeal fee for each module script to be re-marked; and the fee is non-refundable.

**8.6 The processing of Appeals shall undergo the following steps:**

- a) If the appeal is related to marking, the Deputy Rector-Academics, in consultation with head of department or campus principal shall appoint suitable expert(s) in the relevant module(s) to be third marker(s);
- b) The third marker(s) shall re-mark the relevant script using the same marking scheme, which was used by the first marker and external examiner;
- c) The third marker shall briefly comment on results of the marking exercise so as to justify his/her award of marks, which shall be paramount;
- d) Where a technical error is detected by the third marker, he/she shall provide a justified suggested remedy and award or remove any marks. Where this remedy involves other candidates' scripts, the third marker will call for such adjustments;
- e) The results from the third marker will, nonetheless, be tabled at Academic Committee of the Council for affirmation;
- f) The decision of the Academic Committee of the Council shall be forwarded to the Council for approval; and
- g) The decision of the Council shall be final.

## **9.0 RESULT SLIPS, TRANSCRIPTS AND CERTIFICATION**

### **9.1 The following shall be the conduct in results slips, transcripts, certificates and certification:**

- a) The Council shall issue certificates for degrees, diplomas, certificates or other awards of the Institute recommended;
- b) A candidate has the right to request for a provisional result slip two weeks after semester examinations results have been released. Such candidate will be required to pay a fee for a copy of the result slip according to examinations cost guideline;
- c) A student who has completed studies at the Institute will have a right to request for the academic transcript and certificate after graduation. Certificates and transcripts shall be issued in the names as they appear in the candidate's certificate of secondary education;
- d) Any student desirous of obtaining a transcript shall apply for a transcript, a clearance form and passport size photographs for the preparation of transcript;
- e) Upon application for a transcript, any extra certified copy of the transcript will be charged according to examinations cost guideline;
- f) The fees prescribed in this part shall be paid by the applicant to the Institute of Adult Education control number before the issue or certification of the document in question; and
- g) Students with outstanding fees will not be given academic transcript, certificate or testimonial before settling payment of fees.

### **9.2 The following shall be the conduct regarding loss, destruction (partial or total) of the original certificate or a copy:**

- a) The applicant shall produce an affidavit;
- b) A certificate so issued shall be marked "DUPLICATE" across it;
- c) The replacement certificate shall not be issued until a period of 12 months has elapsed from the date of such loss;

- d) The applicant must produce evidence that the loss has been reported to the police and adequately publicly announced with the view of its recovery in an officially recognized form or manner in the applicant's home country or where the loss is believed to have taken place;
- e) The replacement for a certificate will be charged as stipulated in the IAE examination cost guideline; and
- f) All fees are subject to review by the Council from time to time.

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**Jessica Masumbuko Mbotha**, Instructor

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**\*On Study Leave**

## 11.0 IAE REGIONAL OFFICES

There are 26 regional Offices/centres of IAE. The following are the names of Resident Tutors and their respective addresses:

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## **STUDENTS WELFARE AT THE INSTITUTE**

### **12.0 Students Organization**

The Institute of Adult Education Students' Organization (IAESO) is the official recognized organization representing all students at the Institute. The main roles of the organization are:

- i) to coordinate and voice the collective wish so fits members (students);
- ii) to represent the students' body at the Institute's various meetings; and
- iii) to project the educational wellbeing and interests of its members.

The organization is headed by an elected President whose term of Office is normally one academic year.

### **12.1 Residence**

The Institute does not provide residence for students attending the courses. However, student organization, in collaboration with the Institute, makes some arrangements to acquire accommodation/residence where possible for students.

### **12.2 Medical Examination/Services**

Submission of a medical examination report is necessary before the admission of any student. Students are, therefore, required to undergo medical examination by a registered medical practitioner before registering in the Institute.

Being non-residential, the Institute does not provide students with medical services. A student is required to have a Health Insurance Card to meet such services on his/her own arrangements. Any related medical fees and other expenses should be the responsibility of individual students.

### **12.3 Catering Services**

Catering service is offered by private cafeteria/ canteen, which is situated within the Institute's premises. There are also other cafeteria/restaurants in the nearby surroundings which, similarly, offer the service. Costs for the services are met by individual students.

## 12.4 Library and Information Services

The Institute has a library which is easily accessible to the students. It operates from Monday to Friday from 8:30am to 06:00pm and from 8:30 to 2:00pm on Saturdays. The library is closed on Sundays and public holidays. Mini libraries are also available in Morogoro and Mwanza campuses.

## 12.5 Sports and Games

IAE is a member of Sports Association of Tanzania Higher Learning Institutions. It uses play grounds of neighbouring Institutions particularly Zanaki Secondary School. Both students and staff are encouraged to participate in sports and games which include: athletics, Basketball, Table tennis, volleyball, netball football and others.

## 13.0 BURSARIES AND FEES

### 13.1 Fee Payment

It is necessary that all students pay tuition fees and other payments before registration at the beginning of every semester as per the instalment provided.

All students, including the privately sponsored, those being sponsored by employers or other agencies, must pay  $\frac{1}{2}$  half of annual fees to register for the first semester and must pay the remaining  $\frac{1}{2}$  half to register for the second semester.

All payments made to the Institute should be done using the **Control Number** provided by the Bursar's office at the IAE Headquarters, IAE Regional Centre Office or by requesting it through +255754258958. The Control Number is valid for one Academic Year.

### 13.2 Loans from HESLB

First year students expecting to receive loans from HESLB must provide evidence that they will receive such a loan and must pay required amount, to register for 1<sup>st</sup> semester,

regardless of the amount they expect to receive. These students must pay the amount required to bring up to  $\frac{1}{2}$  of annual fees based on their means test (MT).

HESLB students whose MT are unknown at the time of registration shall pay  $\frac{1}{2}$  of annual fees. Excess fee payment shall be carried over to the next year.

HESLB students must pay the balance of first semester tuition as soon as they or the Institute receives official notice of their MT level from the HSLB and not later than three (3) weeks prior to first semester examinations, even if they have received nothing from HESLB.

Continuing students who received a loan in the previous year must pay the amount to cover the gap between their loan level and  $\frac{2}{3}$  of annual fee to register for first semester.

In all cases, loans students must pay the balance of their tuition fee and all other fees prior to registration for second semester.

### **13.3 Refunds for Overpayment**

The Institute shall not refund any over payments, but shall carry credits forward to subsequent academic years. There are no exceptions.

### **13.4 Penalty for Late Registration**

The Institute allows 2 weeks for students to pay tuition fees and related payment for registration both for continuing and first year students. After the expiry of the stated period, students who will not have paid fees after that period will be required to pay penalty which will be also indicated in the Examinations Cost Guideline.

### **13.5 Withdrawal from Studies and Refund Policy**

Every Student admitted to IAE is considered to have committed to a particular programme of study for the full

duration of the specific programme. However, for genuine reasons a student may withdraw from studies by writing a letter to the Deputy Rector (Academic, Research and Consultancy) through the Director of Academics copying the same to his or hersponsor and copy to the Deputy Rector (Planning, Finance and Administration), Director of Finance and Accounts, and the Director of Academic Support Services.

When approval by relevant organ is granted, no refunds of tuition fees, and other fees including thosefor Application, Registration, Student Organization, Examination, and Student ID shall be made.

### **13.6 Fee Structure**

The IAE Governing council approved the Institute fee structure and overall student' cost components as presented in the following tables:



### Fee structure for Certificates, Diploma and Bachelor Programmes

Descriptions	Items	Basic Technician Certificate NTA Level 4	Technician Certificate NTA Level 5	Diploma NTA Level 6	Bachelor Degree 1NTA Level 7	Bachelor Degree 2NTA Level 7	Bachelor Degree 3 NTA Level 8
		A	Direct payments to IAE				
	6 Tuition fee	700,000	1,000,000	1,000,000	1,300,000	1,300,000	1,400,000
	1 Registration	10,000	10,000	-	10,000	-	-
	2 Examinations	30,000	30,000	30,000	30,000	30,000	30,000
	3 Student ID	10,000	10,000	10,000	10,000	10,000	10,000
	4 Sports and games	20,000	20,000	20,000	20,000	20,000	20,000
	5 NACTVET fee	15,000	15,000	15,000	20,000	20,000	20,000
	7 Project/ Research supervision	-	-	30,000	-	-	40,000
	8 Certificates and transcripts	35,000	-	35,000	-	-	40,000
	9 Field practice	-	-	30,000	-	-	-
	10 Library Fee	5,000	5,000	5,000	5,000	5,000	5,000

		11	ICT Fee	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Total Direct Cost				135,000	100,000	175,000	105,000	95,000	175,000			
Half of Tuition Fee				350,000	500,000	500,000	650,000	650,000	700,000			
Total Fee for First Semester				485,000	600,000	675,000	755,000	745,000	875,000			
Total Fee for Second Semester				350,000	500,000	500,000	650,000	650,000	700,000			
Total Annual Fee				835,000	1,100,000	1,175,000	1,405,000	1,395,000	1,575,000			
B	Direct payments to student	1	Books and stationery	100,000	100,000	150,000	300,000	300,000	200,000			
		2	Boarding, Lodging and meals	800,000	800,000	800,000	1,200,000	1,200,000	1,200,000			
		3	Fieldwork and travel	-	300,000	-	600,000	600,000	600,000			
		4	Production of project/research reports	-	50,000	75,000	-	-	200,000			
<b>Total</b>				900,000	1,250,000	1,025,000	2,100,000	2,100,000	1,600,000			

C	Direct payments to Students Union	Students Union fee	20,000	20,000	20,000	20,000	20,000	20,000	20,000
		Student's welfare fund	5,000	5,000	5,000	5,000	5,000	5,000	5,000
		<b>Total</b>	25,000	25,000	25,000	25,000	25,000	25,000	25,000
		<b>Grand Total (A+B+C)</b>	1,760,000	2,375,000	2,225,000	3,530,000	3,520,000	3,700,000	

NB: A student who wish to have a hardcopy of prospectus will be required to pay 15,000 for a copy.

#### 14.0 GRADUATION CEREMONY AND PRIZES

The following are prizes offered to best students in different categories each year.

S/N	Category of prize	Eligibility	The prize Value
1.	Over all academic performance	1st student	Tsh. 75,000.00 and a certificate
2.	Leadership	Best student leader	a certificate
3.	Discipline	Most highly disciplined student	a certificate

#### 15.0 IAE ALMANAC

The Almanac is the academic calendar of the Institute of Adult Education. The following specific dates and activities are proposed in order to guide execution of IAE's academic operations for the year 2020/2021.

DATE	ACTIVITY
14 August - 26 <sup>th</sup> September, 2023	Field practice for conventional (ODAECD) and ODL (ODDE) students
02 <sup>nd</sup> October 2023	Release of Admission of Students Verification Results (NACTVET)
02 <sup>nd</sup> – 6 <sup>th</sup> October 2023	Supplementary/Special examinations for Conventional programmes begins
4 <sup>th</sup> October - 7 <sup>th</sup> October, 2023	Submission of students admitted in the 3 <sup>rd</sup> application window (TCU)
06 <sup>th</sup> October, 2023	IAE Academic Committee Meeting No. 92
27 <sup>th</sup> October, 2023	IAE Council Meeting No. 118
16 <sup>th</sup> October, 2023	Reporting of newly admitted students in the conventional programmes

16 <sup>th</sup> – 20 <sup>th</sup> October, 2023	Registration and orientation of newly admitted students in the conventional programmes
23 <sup>th</sup> October, 2023	Classes for Semester I for conventional programmes begin
23 <sup>th</sup> October, 2023	Field practice for Diploma and Bachelor II students in the conventional programmes begin.
24 <sup>th</sup> November, 2023	Field practice for Bachelor II ODL students ends.
25 <sup>th</sup> November, 2023	Get together party (Fresher's Ball) for first year students & students assembly (Baraza).
08 <sup>th</sup> December, 2023	62 <sup>nd</sup> Graduation ceremony for all campuses (Dar es Salaam, Mwanza and Morogoro).
11 <sup>th</sup> – 15 <sup>th</sup> December, 2023	Supplementary/Special examinations for ODL students.
11 <sup>th</sup> – 29 <sup>th</sup> December, 2023	Face to face sessions for ODL students.
25 <sup>th</sup> – 29 <sup>th</sup> December, 2023	Semester II Examinations for ODL programmes begin.
05 <sup>th</sup> January, 2024	Academic committee meeting No. 93.
08 <sup>th</sup> January, 2024	Field practice for ODL Diploma and Bachelor II students begins.
30 <sup>th</sup> January, 2024	IAE Council meeting No. 119.
16 <sup>th</sup> February, 2024	Field practice for conventional Diploma and Bachelor II students ends.

19th – 23rd February, 2024	Semester I examinations for conventional programmes.
26th February – 10th March, 2024	Short vacation for conventional programmes begins.
13th March, 2024	Internal examiners meeting to approve examination results.
11th March, 2024	Semester II for conventional programmes begins.
19th March 2024	Examinations board meeting to approve examinations results.
21st March, 2024	Release of examinations results as provisional.
05th April, 2024	Academic committee meeting No. 94.
April, 2024	Face to face sessions for ODL programmes.
20th -28th April, 2024	Campaigns for elections of IAE students' organization (IAESO) government.
30th April, 2024	IAE Council meeting No. 120.
2nd May, 2024	Inauguration of new IAE students' organization government (IAESO).
6th – 10th May, 2024	Supplementary/Special examinations for conventional programmes.
12th May, 2024	Fare well party for final year students.
31st May, 2024	Field practice for ODL Diploma and Bachelor II students ends.
03rd – 28th June, 2024	Face to face sessions for ODL programmes.
21st June, 2024	Classes for Semester II for conventional programmes end.

24th – 28th June, 2024	Supplementary/Special examinations for ODL and conventional programmes & Semester II exams for March Intake.
28th June, 2024	63rd Graduation Ceremony Dar es Salaam campus.
1st – 5th July, 2024	Semester I Examinations for ODL programmes.
05th July, 2024	Academic committee meeting No. 95.
15th July, 2024	Field practice for ODL students begin.
15th - 26th July, 2024	Opening of admission window for 2024/2025 academic year.
22nd July – 30th August 2024	Field practice for conventional (ODAECED) and ODL (ODACE & ODDE) students.
31th July, 2024	IAE council meeting No. 121.
15th - 19th July, 2024	Semester II examinations for conventional programmes.
22nd July, 2024	Long vacation begins.
16th August, 2024	Internal examiners meeting.
20th August, 2024	Examinations board meeting to approve examination results.
23rd August, 2024	Release of examination provisional results for conventional and ODL programmes.
September / October, 2024	Face to face sessions for ODL programmes.

**NB:** The above activities are the major milestones in each academic year. In case of any new developments or changes, notification will be provided.

## **16.0 ENQUIRIES**

All enquiries regarding application procedures or any other information should be addressed to: -

**Rector,**

Institute of Adult Education, P. O. Box 20679,

**Dar es Salaam.**

TANZANIA.

**Tel. No.:** 255-22-2150838/ 255-22-2151048

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