Songea Catholic Institute of Technical Education
Prospectus

2022/2023 - 2023/2024

1.0 INTRODUCTION

1.1 Historical background
The Songea Catholic Institute of Technical Education abbreviated as SOCAITE, located within Songea Municipality, Ruvuma region, has its roots originating in February 2019 when the Board of Trustees of the Catholic Universities in Tanzania directed the then Archbishop James University College (a Constituent College of the St. Augustine University of Tanzania) to establish a technical Institution in Songea to offer non-degree programmes. The Institute is fully registered by the NACTVET (REG/BTP/111) and has one campus strategically located in Songea Municipality in Ruvuma to be close to the Roman Catholic Cathedral in Songea. The rationale for the establishment of SOCAITE was to maintain the vision of the Catholic Church of Tanzania to bring higher technical education services close to the people that has been its tradition globally, regionally and locally.

1.2 Location of the Institute
The Institute is located within Songea Municipality, in Ruvuma Region, a region which is in the Southern part of Tanzania. The Institute is near the Roman Catholic Cathedral along the Sokoine Road within Songea Town.

1.3 Purpose
To provide training, consultancy and conducting research in diverse disciplines of Education, Psychology, Counseling, Linguistics, Kiswahili, Ethics, Culture, History, Law, etc.

1.4 Vision
The vision of Songea Catholic Institute of Technical Education is: *To be a reputable and vibrant institution technically responsive to regional, zonal, national and international social, economic, political development needs.*

1.5 Mission
The Mission of Songea Catholic Institute of Technical Education is: *To furnish the youth and the society at large with technical education which is holistically responsive and transformative.*

1.6 Programmes on Offer

The Academic Programmes on offer at Songea Catholic Institute of Technical Education include:
1. Basic Technician Certificate in Law (NTA Level 4)
2. Technician Certificate in Law (NTA Level 5)
3. Ordinary Diploma in Law (NTA Level 6)
4. Basic Technician Certificate in Psychology and Counseling (NTA Level 4)
5. Technician Certificate in Psychology and Counseling (NTA Level 5)
6. Ordinary Diploma in Psychology and Counseling (NTA Level 6)
7. Basic Technician Certificate in Community Development (NTA Level 4)
8. Technician Certificate in Community Development (NTA Level 5)
9. Ordinary Diploma in Community Development (NTA Level 6)

1.7 Core Values
In order to realize our vision and mission, SOCAITE is guided by the following values:
- ➢ Excellence in all aspects of professional and academic life.
- ➢ Respect and elevation of the inherent dignity of all human beings
- ➢ Holistic human formation and human service and Pursuit of the highest ideals of ethical and professional integrity
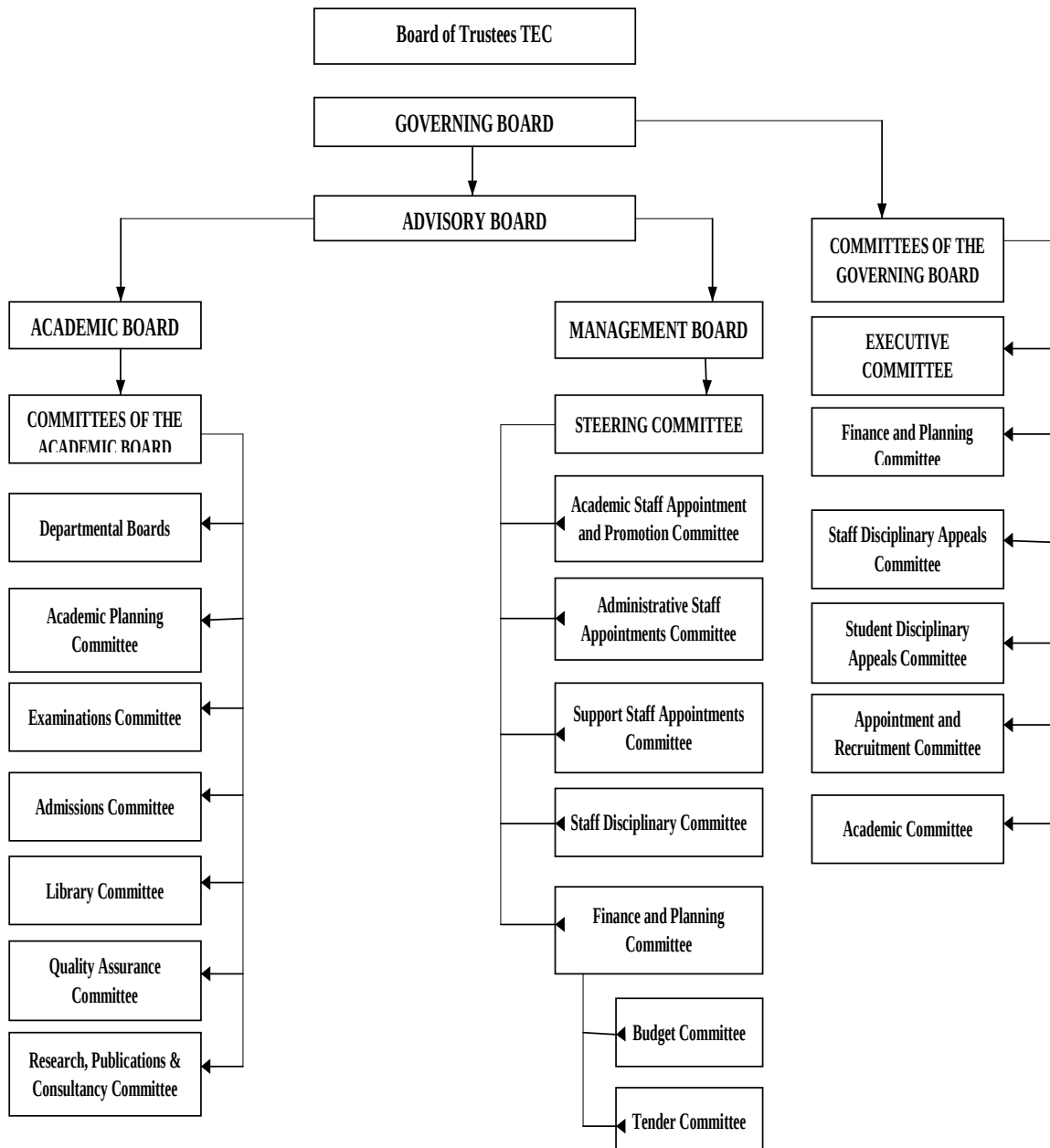
1.8 Objectives of the Institute
The core objectives of the Institute are guided by the mission and vision statements and include;
1. To provide a sustainable place of learning, education and research in Technical Education
2. To produce skilled and competently professionals to meet the regional, zonal, national and international needs of Development.
3. To provide Continuous Education/Continuous Professional Development programs for the workers in the technical sectors.
4. To contribute to the overall mission of Catholic Church of serving and forming humanity in order to cherish human and civic virtues.

SONGEA CATHOLIC INSTITUTE OF TECHNICAL EDUCATION

ORGANIZATIONAL STRUCTURE – GOVERNANCE

Board of Trustees TEC

GOVERNING BOARD

ADVISORY BOARD

ACADEMIC BOARD

COMMITTEES OF THE ACADEMIC BOARD

- Departmental Boards
- Academic Planning Committee
- Examinations Committee
- Admissions Committee
- Library Committee
- Quality Assurance Committee
- Research, Publications & Consultancy Committee

MANAGEMENT BOARD

STEERING COMMITTEE

- Academic Staff Appointment and Promotion Committee
- Administrative Staff Appointments Committee
- Support Staff Appointments Committee
- Staff Disciplinary Committee
- Finance and Planning Committee
  - Budget Committee
  - Tender Committee

COMMITTEES OF THE GOVERNING BOARD

- EXECUTIVE COMMITTEE
- Finance and Planning Committee
- Staff Disciplinary Appeals Committee
- Student Disciplinary Appeals Committee
- Appointment and Recruitment Committee
- Academic Committee

3.0 MEMBERS OF THE SOCAITE GOVERNING ORGANS

3.1 Members of the SOCAITE Governing Board

NAME	DESIGNATION
Most Rev. Damian D. Dallu	Archbishop of Songea – Chairperson
Rt. Rev. John Ndimbo	Bishop of Mbinga – Member
Rt. Rev. F. Mhasi	Bishop of Tunduru – Masasi – Member
Rev. Dr. Longino Rutagwelera	Principal, SOCAITE – Member
Ms. Edwina Lupembe	Retired Banking Officer – Member
Rev. Fr. Kelvin Haule	Financial Controller, Ruaha Catholic University – Member
Frank Ngafumika	Practicing Lawyer – Member

3.2 Members of the SOCAITE Advisory Board

NAME	DESIGNATION
Dr. Julius Frank Mushi	Director – Open University of Tanzania – Ruvuma Centre – Chairperson
Rev. Dr. Longino R. Kamuhabwa	Principal, SOCAITE – Secretary
Dr. Martin Mandalu	Lecturer – Stella Maris Mtwara University College – Member
Madam Concessa Mbena	Retired Education Officer - Member
Advocate Angela Masesa	Private Practicing Lawyer – Member
Mr. Boniface Chipeta	Director -Adult Education – Ruvuma Centre – Member
Dr Alberto Ndekwa	Lecturer – Ruaha Catholic University – Member
Mr. Emmanuel Kisongo	Regional Educational Officer – Ruvuma
Mr. Michael Sinienga	Dean of Students and Staff Representative – SOCAITE
Ms. Devotha N. Ndunguru	Songea Municipal Social Welfare Officer – Member
Students Union President	Representative of the Students' Union – Member

3.3 Members of the SOCAITE Management Board

NAME	DESIGNATION
Rev. Dr. Longino R. Kamuhabwa	Principal – Chairperson
Rev. Maurus Shemdoe	Chaplain, – Member
Mr. Edmund Fuime	Head, Library Unit – Member
Adv. Naomi Ngoga	Head, Department of Law – Member
Madam Nuru Chisna	Head, Department of Social Studies – Member
Mr. Michael Sinienga	Dean of Students – Member
Mr. Frank Ngonyani	Head, Accounting and Finance Unit – Member
Sr. Presentasia Chipeta	Administrative Secretary – Member
Mr. Frowin Kifaru	ICT and Examinations Officer
Adv. Japhet Optatus	Staff – Department of Law – Member

3.4 Members of the SOCAITE Academic Board

NAME	DESIGNATION
Rev. Dr. Longino R. Kamuhabwa	Principal – Chairperson
Fr Maurus Shemdoe	Chaplain
Mr. Edmund Fuime	Head, Library Unit – Member
Adv. Naomi Ngoga	Head, Department of Law – Member
Madam Nuru Chisna	Head, Department of Social Studies – Member
Mr. Michael Sinienga	Dean of Students – Member
Mr. Frowin Kifaru	ICT and Examinations Officer
Mr. Godfrey Chale	Secretary to the Academic Board

Adv. Japhet Optatus	Tutor – Law
Madam Scholastica Msangu	Quality Assurance Officer
Mr Happy M. Mwakyarabwe	HoU – Community Development
Ms Bahati Maximillian	HoU – Psychology and Counseling

4.0 SOCAITE SENIOR OFFICERS

Principal: Rev**.** Dr. Longino Rutagwelera Kamuhabwa, BA – Theology, BA – Philosophy, MA – Philosophy, PhD – Philosophy and Ethics

Acting Deputy Principal for Academic Affairs, Mr. Michael Sinienga, Diploma – Education, BA – Education, MA – Education and Religious Studies.

5.0 HEADS OF DEPARTMENTS

Department of Law: Advocate Naomi Ngoga, LL.B, LL.M

Department of Social Studies: Nuru J. Chisna, BA – Education in Psychology

6.0 STAFF MEMBERS OF DEPARTMENTS

6.1 Department of Law

Adv. Naomi Ngoga, LL.B, LL.M, – Head of Department
Adv. Japhet Optatus, LL.B
Mr. Godfrey Chale, LL.B
Mr. Adam C. Lugongo, BA – Education Linguistics.
Mr. Frowin Kifaru – BSc. – Computer Science

6.2 Department of Social Studies

Madam Nuru Chisna, BA – Education (Psychology)
Madam Bahati Maximillian – BA – Education (Psychology)
Madam Bahati Hyera, BA – Community Development
Madam Scholastica Msangu, BA – Community Development
Mr. Happy Mark K. Mwakyarabwe, BA – Development Studies
Mr. Michael Sinienga, Dipl. – Education, BA – Education, MA – Religious Studies
Mr. Frowin Kifaru, BSc. – Computer Science
Mr. Daniel Hyera, BA – Education, MA – Social Psychology.

6.3 SOCAITE ADMINISTRATIVE AND SUPPORT STAFF
Sr. Presentasia Chipeta OSB, BA – Letters, MA – Public Administration
Mr. Frank Ngonyani, Bursar / Accountant
Mr. Michael Sinienga, Dean of Students
Mr. Frowin Kifaru, ICT and Examinations Officer
Ms Beatrice Mwakyusa, Library Attendant
Ms Oliva Ngowoko, Library Assistant
Madam Julana Ngimba, Receptionist
Madam Augusta Mhagama, Office Attendant

6.4. Examination Office
 Mr. Happy Mark K. Mwakyarabwe, BA – Development Studies

6.5 SOCAITE Library
Mr. Edmund Fuime, Diploma – Librarianship and Information Studies
Ms Oliva Ngowoko, Diploma in Records Management, Certificate in Librarianship and Archives Management,
Ms. Beatrice Mwakyusa, Certificate in Librarianship and Archives

6.6 Accounting Unit
Mr. Frank Ngonyani, Masters in Business Administration, Bachelor of Accountancy.

7.0 ADMISSION PROCEDURES

7.1 General Information
Enquiries about admission to the Songea Catholic Institute of Technical Education for programme under Institute should be addressed to: -

Deputy Principal for Academic Affairs,
Songea Catholic Institute of Technical Education
P.O. Box 466,
Songea, Ruvuma
Tanzania.
Email: info@socaite.ac.tz
Website: www.socaite.ac.tz

7.2 Admission Terms
A candidate is admitted to SOCAITE on understanding that in accepting the admission he/she commits himself/herself to adhere to SOCAITE regulations, rules and by-laws. SOCAITE is an Institute which expects students' behavior, on and off campus, to be moral, ethical and legal. The Institute reserves the right to withdraw admission for conduct of which is contrary to the objectives of the Institute and the Catholic Church.

7.3 Admission Requirements
The minimum requirements set by the National Council for Technical and Vocational Education and Training (NACTVET) for entry into various programs are as follows:

7.3.1 Minimum Entry Requirements:
1.   For Basic Technician Certificate in Law (NTA Level 4), Basic Technician Certificate in Psychology and Counseling, and Basic Technician Certificate in Community Development: Holders of Certificate of Secondary Education Examination (CSEE) (form four) with four passes in Non-religious subjects.

2.   For Technician Certificate in Law, Technician Certificate in Psychology and Counseling and Basic Technician Certificate in Community Development: Holders of Advanced Certificate of Secondary Education Examination (ACSEE) (form six) with at least one "D" pass and at least one "S" in Non-religious subjects OR holders of Basic Technician Certificate in relevant discipline (NTA level 4).

7.3.2 Other Conditions**:**
1.   An applicant who is employed must have a letter of recommendation/permission from his/her current employer.
2.   Applicant must undergo Medical Examination and revealed medically fit.

7.4 Mode of Application
Individuals who wish to join the SOCAITE should channel their applications for admission to the various programmes through the SOCAITE Admission System between January and February (For March intake) and between May and September (for October/November intake) of the year for the programmes beginning in the coming academic year.

Application fee for academic year 2020/ is TZS 20,000/= which shall be paid through Institute Bank Account at **CRDB Bank** Account name **SONGEA CATHOLIC INSTITUTE OF TECHNICAL EDUCATION** Account number **0150465987200** or as described on the Institute website.

7.5 Selection of Candidate
The Selected candidates will be informed to join the SOCAITE after the selection procedures through SOCAITE website, telephone, and admission letters or through SOCAITE notice board.
a)   The selected candidates will be informed to report with original education/profession certificates or statement of results, birth certificate and other relevant documents they used for application.

b) SOCAITE has the right to thoroughly recheck the student's education/profession certificate and other documents for the purpose of registration. Prospective students are therefore required to bring with them, official original certificates and other relevant documents as declared on the application forms.

c) Before commencement of the Semester there shall be one week of registration and one week of Institute orientation.

d) The selected/registered candidate should report to SOCAITE within two weeks after commencement of the Semester.

e) Failure to report to SOCAITE two weeks after the commencement of studies without **informed justified reasonable information**; candidate shall be considered having forfeited the selection.

7.6 Admission Regulations

a) The academic year begins in September/October of each year and ends in July/August of the following year (for October/November intake), and in March of the year and ends in February of the following year (for March intake).

b) There shall be an orientation week prior to the beginning of the semester

c) Legal action shall be taken against any applicant who presents forged documents.

d) No student shall be allowed to change the selected programme.

e) Any student, who has cheated to gain admission, shall be disqualified from studies.

f) No student shall be allowed to change names during the programme; students shall only be allowed to use names appearing on their certificates and other relevant documents.

g) No student shall be allowed to postpone studies except under special circumstances, such as severe sponsorship problems, poor health or social problems supported by satisfactory evidence on approval of Institute management.

h) Any student, who reports two weeks after commencement of studies without prior justified information shall not be allowed to register.

8.0 ASSESSMENT AND EVALUATION OF STUDENTS' ACADEMIC PERFORMANCE

Assessment shall be based on the ability of the student to meet the declared objectives as stated in the respective curricula programme outline. The modes of assessment are: -
a) Continuous (Progressive) assessment
b) End of semester examination.

8.1 Continuous Assessment

a) There will be continuous assessment in each module taught.

b) The student obtaining less than 50% of continuous assessment score of each module, even after supplementary of the same, shall be barred to sit for semester examination.

8.2 Semester Examination

a) The students obtaining less than 50% of the semester examination score in each module shall be considered to have failed the module in that semester, or as may be otherwise stated in the curriculum of the specific programme.

b) A student who fails any module will re-sit the failed module in a semester after a given period of time after publication of results, or as may be otherwise stated in the curriculum of the specific programme.

c) A student who falls sick or having social problems during examination period should provide information with approved documents to the Head of the Department and will sit for respective examination during supplementary period (forthcoming days)

d) Unauthorized materials are not allowed into the examination room (mobile phone, radio or cassette player, written or printed documents.)

e) Student caught in the examination room with unauthorized materials before or during examination shall be discontinued from studies.

8.3 Supplementary Examination

a) No student shall be allowed to supplement a failed module more than twice, or as may be otherwise stated in the curriculum of the specific programme.

b) A student who fails a second supplementary examination shall be discontinued from studies, or as may be otherwise stated in the curriculum of the specific programme.

c) A student who misses 25% or more of studies in the class and the practical area of a particular module in a semester with justifiable reason including illness, family and official affaires shall be allowed to re-sit the semester, or as may be otherwise stated in the curriculum of the specific programme.

d) A student who misses 25% or more of studies in the class and the practical area of a particular module in a semester without any justifiable reasons shall not be allowed to sit of end of semester examination of that module, or as may be otherwise stated in the curriculum of the specific programme.

e) A student who is unable to sit or complete examination in a specified time with justified reason including social and family problems will be given a chance to sit the semester examination as a first attempt during supplementary examination.

8.4 Examination Regulations

8.4.1 Areas of Application

These regulations apply to all candidates who have intended to sit for an examination at SOCAITE .

8.5 Interpretation/Definitions of Terms:

Panel of Examiners means members of the internal and external examiners' meeting.

Candidates mean both students who admitted at SOCAITE at the time and those who are intended to be admitted

Cheating means 'Using unfair means includes, using unauthorized materials, copying from and/or communicating with other candidates.

Certificate means an official document, which is awarded to a student as evidence that, student has passed all examinations or attended a specified programme.

Discontinued means to be nullified as SOCAITE student in other words being stopped from continuing with programme of study.

Grade Point Average (GPA) is a number that represents the average of a student's grades during their time at an institution. Usually it is weighted by number of credits given for the enrolled programme.

Examination covers all forms of formal evaluation that have to be included or be part of the certificate of completion or grade report.

Exit examination is the end of second semester examination for candidates of NTA level 4, NTA level 5 and NTA level 6 programs, respectively

Continuous assessment is evaluation which takes place during the semester, including assignments, tests, case presentation, field report etc.

Special examination is an examination for those students who were not able sit for semester examination with justifiable reasons.

Supplementary examination is an *e*xamination that is ar*r*anged for students who fail to reach the passing grade in the module.

Formal evaluation is the mode, manner or means of assessing the status and ability of a candidate in the daily academic progress either theoretical or practical, includes test, assignment, quiz, exercise, examination, research, project etc, either be made oral or in writing

Plagiarism means an act of engaging in unauthorized copying or replication of the work of others.

Semester is the two divisions of the academic year.

Student is a person who has been admitted to the Institute to study either Certificate or Diploma programme.

8.6 Conduct of Examination

8.6.1 All examinations shall take place at the time and venue published by the Institute.

8.6.2 The Institute academic calendar has to be provided at the beginning of each semester, this calendar will show all the Institute's academic activities including dates for examinations.

8.6.3 Invigilators shall ensure that examinations are conducted in accordance with examination regulations.

8.6.4 Student is eligible to sit for the semester examination after fulfilling the Institute requirements.

8.6.5 Every student must attend at least 90% of the entire period of each semester allocated for the programme of study.

8.6.6 Any candidate who deliberately fails to attempt examination as provided in regulations without valid reason shall be discontinued from programme.

8.6.7 Any late submission of research report, project or other work which is part of an examination, will not be considered by examination committee.

8.6.8 Candidates must act in accordance with any instruction issued by an invigilator.

8.6.9 Plagiarism, Cheating or attempt to cheat, is an offence. No unauthorized materials are allowed to be brought in the examination room. A legal action will be taken against any candidate who will be found guilty of the offence.

8.6.10 If the offence mentioned under regulation 8.6.9 will be committed, case will be heard by Departmental Academic Board.

8.6.11 A candidate who will be proven guilty of the offence (under regulation 8.6.9) will be dismissed from the Institute.

8.6.12 Any candidate, who will be found guilt under regulation 8.6.9 and not satisfied with decision of disciplinary organ, will have the right to appeal to the Institute Academic Board.

8.6.13 Communication between candidates, or between a candidate and anyone other than an examiner or invigilator, is forbidden during an examination, (to be read with 8.6.9).

8.6.14 Any un-authorized items such as briefcases, notes, magic diaries (electronic diaries), mobile telephones, glass cases, wallets, dictionaries and similar items shall be deposited outside the examination room.

8.6.15 Candidates are required to place their identity cards on their examination desk or wear them around their neck and shall have to sign an examination attendance form.

8.6.16 Candidates are not admitted to the examination room after the examination has been in progress for thirty minutes from the actual time the exam started.

8.6.18 Candidates may not begin writing until authorized by the invigilators; they shall stop writing on the instructions of the invigilators.

8.6.18 Candidates are required to write their answers in the answer-booklets provided unless directed otherwise.

8.6.19 On completion of an examination, candidates shall submit all answer-booklets and other papers in the manner specified by the invigilators; unless otherwise indicated the question paper will be excluded from this requirement.

8.6.20 Candidates may be allowed to leave the examination room after the examination has been in progress for thirty minutes.

8.6.21 Should it be necessary for a candidate to leave the examination room temporarily; the invigilators shall require that the candidate be escorted throughout the absence by an authorized person

8.6.22 In the examination room candidates are required to remain in their places whilst in attendance except in the circumstances provided for in regulation 8.6.9.

8.6.23 Additional answer-booklets and other materials will be given to candidates by the invigilators when requested and should not be collected by candidates.

8.6.24 At the end of examination, candidates shall remain seated in their places until they receive permission to leave the examination room.

8.6.25A candidate found using unfair means during an examination shall be expelled from examination room by an invigilator. Answer-booklet shall be directly submitted to the Deputy Principal for Academic Affairs with attachment of cheating form that gives details of the circumstances. This regulation has to be read with 8.6.9

8.6.26 Whilst in the examination room, all candidates are required to act with discipline. Any candidate whose conducts in the view of an invigilator is disturbing to other candidates and who persists in this conduct after receiving warning from an invigilator shall be expelled from the examination room and his/her answer-booklet shall be directly submitted to the Deputy Principal for Academic Affairs with attachment of cheating form that giving details of the circumstances. This regulation has to be read with 8.6.9

8.7 Replacement of lost academic certificates

a) All academic certificates are awarded by the NACTVET.
b) A graduate whose original certificates have been lost shall write to the Institute for replacement/copy.
c) The student shall attach, with his/her letter of request, the following evidences
   - The applicant produces a sworn affidavit
   - The applicant must produce evidence that the loss has been adequately publicly announced, including a written report from the police
d) If a certificate issued has error in spelling, appearing of the incorrect name and if it needs legal change of name(s), applicant shall have to submit the original certificate and other evidence or relevant documents in order to be given another certificate.

9.0 GRADING SYSTEM

9.1 Score Ranges and Grading System

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

Table 9.1.1 Grading System for NTA level 4 and 5

LETTER GRADE	PERCENTAGE	DESCRIPTIONS	GRADE POINTS
A	80 – 100	Excellent	4
B	65 – 79	Good	3
C	50 – 64	Satisfactory	2
D	40 – 49	Poor	1
F	0.0 – 39	Failure	0
I	-	Incomplete	-
Q	0	Disqualification	

Table 9.1.2 Grading System for NTA level 6

LETTER GRADE	PERCENTAGE	DESCRIPTIONS	GRADE POINTS
A	75 – 100	Excellent	5
B+	70 – 74	Very Good	4
B	60 – 69	Good	3
C	50 – 59	Satisfactory	2
F	0 – 49	Failure	0
I	-	Incomplete	-
Q	0	Disqualification	

9.2 Computation of Cumulative GPA

The quality point for each candidate shall be multiplied by the weight of modules and averaged into cumulative average. Then students will be grouped into one of the following classes:

9.2.1 GPA and Class for Award for NTA level 4 and 5

Cumulative GPA	Class of award
3.5 – 4.0	First class
3.0 – 3.4	Second class

2.0 – 2.9	Pass

9.2.2 GPA and Class for Award for NTA level 6

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

10.0 GENERAL ASSESSMENT OF MARKS

10.1 Assessment of Students

10.1.1 At the beginning of the semester the module facilitator shall indicate clearly to candidates, what candidates are required to do and on what basis they will be assessed.

10.1.2 Assessments in all modules shall be by final semester examination and programme work. The Pass Mark shall be 50% provided in each module examination.

10.1.3 For the avoidance of doubt, it shall be proper for Module Coordinators to submit the standing marks (carrying marks) to students before they sit for the final exams.

10.1.4 Candidates shall not commit plagiarism; any candidate who goes against this regulation will be disciplined according to regulation 8.6.9 and 8.6.12

10.2 Assessment of marks for practical project work (field/research work/case study)

10.2.1 A candidate who fails in the project work will be allowed to take a supplementary project.

10.2.2 A candidate failing in supplementary project shall repeat the project in the subsequent year by fulfilling all the necessary requirements for the project work.

10.2.3 A candidate failing the project after repeating shall be discontinued.

10.3 Examinations Irregularities

10.3.1 The Deputy Principal for Academic Affairs shall report all cases of Examination Irregularities to the Principal, who shall bring the matter to the Academic Board of the Institute.

10.3.1 The Academic Board shall consider and decide on any reported Examination Irregularities and recommend or impose action against any candidate found to be guilty of such offence.

10.3.3 The Principal shall forward all measures taken against candidates to the Advisory Board.

10.4 Passing of Exit Examination:

10.4.1 All exit examinations are set by the NACTVET.

10.4.2 A student will be considered to pass the module if she/he scores grade C and above in all modules including programme work and Exit Examination.

10.4.2 To graduate, a student needs an average GPA of 2.0 or more

10.5 Failing of Examination:

10.5.1 A student can be considered to have failed in a module/modules, if he/she fails to score a minimum passing grade of C in both programme work and semester examination.

10.5.2 A student who fails to meet the minimum Grade Point Average (GPA) of 2.0 will be discontinued from studies

10.6 Special Examination:

10.6.1 Where a candidate pursuing any programme of study fails to attend whole or part of an examination under circumstances which are beyond his/her control shall have to provide evidence for approval by the Academic Board to be allowed to sit for special Examination for the programme/module.

10.6.2 A candidate who appears for special Examination shall be treated as had sat for the examinations for the first time. This special examination shall be conducted at the same time as the Supplementary Examinations.

10.7 Conditions for Discontinuations

10.7.1 Any candidate who absents from a Semester, Special First Sitting or Supplementary Examination without prior written permission by Deputy Principal for Academic Affairs shall be discontinued from the programme.

10.7.2 Any candidate who commits an offence under Institute Student Regulations shall be dismissed from the Institute.

10.7.3 Any candidate proved to have violated examination regulations or committed any act of dishonesty or gross indiscipline even if unrelated to academic matters shall be discontinued from the Institute.

10.8 Publication of Examination Results

10.8.1 All results shall be published by NACTVET.

10.9 Appeals against Examination Results

10.9.1 Candidates wishing to appeal against examination results shall lodge the appeal by a letter to the respective Appeals Committees of the Institute. Procedures for appeal are detailed in the Institute Examination Regulations.

10.10 Postponement of studies

10.10.1 A student may be allowed to postpone studies due to health problems supported by a recognized doctor's prescription, or for any other reasonable cause, which on the eyes of the Academic Board seem to be strong enough to prevent one from pursuing studies effectively.

10.10.2 The postponement shall be for a Semester or an academic year as the case may be. The maximum period for a student postponement shall be two academic years, however on the expiry of the first academic year a student must seek for a second postponement afresh.

10.11 Examination Instructions to Candidates

The Examination Instructions shall be read together with other Institute regulations governing the conduct of examinations.

10.11.1 Candidates shall make sure that they have been issued with examination numbers within two weeks before examination begins.

10.11.1.1 Candidates shall read the examination timetable and if they discover any problem or if they need any assistance on the timetable, candidate shall have to see the Institute Chief Examination Officer.

10.11.2 Candidates are required to acquaint themselves with the seating arrangement for each examination in advance.

10.11.3 Candidates are required to be at the examination centre at least thirty minutes before the commencement of the examination.

10.11.4 No candidate shall enter into the examination room unless he/she is told to do so after being inspected by the invigilator.

10.11.5 The invigilator shall allow candidates to enter into the examination room fifteen minutes before the examination begin.

10.11.6 Candidates are required to leave their belongings outside the examination room.

10.11.7 After being admitted in the examination room, candidates are required to sit quietly at their respective seats.

10.11.8 Rough work shall be crossed and attached with examination answer booklet.

10.11.9 If a candidate needs additional answer booklet, he shall have to ask the invigilator.

10.11.10 No books, papers, bags, mobile phone, radios, cassette players, computers and all other electronic devices, and kind of unauthorized material shall be taken into the examination room.

10.11.11 Candidate may request the invigilator to provide any other material required for that particular examination.

10.11.12 Once a candidate is found with unauthorized material in the examination room, he shall be made to sign on the material to confirm that they are his.

10.11.13 Failure of the candidate to adhere to the above clause shall constitute to another offence.

10.11.14 Invigilator shall have the power to confiscate any book, manuscript, paper, electronic devices or any other unauthorized material brought into the examination room by a candidate.

10.11.15 The invigilator shall have the power to expel any candidate who causes disturbances in the examination room.

10.11.16 No candidate shall be allowed to enter into examination room after a lapse of thirty minutes from the commencement of the examination.

10.11.17 No candidate shall be allowed to leave the examination room without permission from the invigilator.

10.11.18 At the end of the examination and on instruction from the invigilator, candidates shall stop writing and remain seated until all examination scripts are collected and counted by the invigilator.

10.11.19 Candidates shall not leave the examination room without permission from the invigilator.

10.11.20 Candidates are not allowed to take anything from the examination room unless instructed otherwise.

10.11.21 A candidate who falls sick during the examination shall report the matter to the invigilator.

10.12 Instructions to Invigilators

10.12.1 The invigilator shall be present in the examination room at least thirty minutes before commencement of the examination.

10.12.2 If the invigilator finds any student in the examination room before being allowed to enter the room, have shall have to order them to vacate the room.

10.12.3 Invigilator shall make sure that the Institute Chief Examination Officer provides them with the following items: -

a. Question papers.

   i.   Sealed envelopes containing question papers must be personally collected by each invigilator from the Institute Chief Examination Officer at least thirty minutes before the examination.

ii. If the envelope containing examination papers is not sealed, the invigilator shall not accept that envelop and report the incidence to the Deputy Principal for ARC.

b. List of candidates required to sit for examination

c. Attendance sheet which is to be signed by candidates

d. Examination answer booklets

e. Cheating forms

f. Any other materials needed for the examination (e.g. Prayer before examinations, stapler).

10.12.4 Invigilator shall announce that items mentioned on item 8.2(d) and 8.6.14 are not allowed in the examination room. For security of some items, the invigilator may allow candidates to deposit them in a safe place within the examination room before permitted to enter the examination room.

10.12.5 Invigilator shall admit candidates to examination room fifteen to twenty minutes before commencement of examination.

10.12.6 After all candidates have seated, the invigilator shall inspect the room throughout examination period to make sure that there are no unauthorized materials that have been brought in the room.

11.0 PROGRAMS OFFERED BY THE INSTITUTE

11.1 Basic Technician Certificate in Law, Technician Certificate in Law, and Ordinary Diploma in Law

Each level of this programme is a TWO semester program.

11.1.1 Entry requirement

As mentioned in section 7.3.1 of this prospectus.

11.1.2 Programme Duration

NTA level 4 has a total of 34 weeks of study in one academic year divided into Semester 1 and II. Its modules are categorized into Fundamental Module and Core Module. Each semester has 15 weeks for teaching and learning, and 2 weeks for examinations.

NTA Level 5 has a total of 34 weeks of study in one academic year divided in Semester 1 and II. Its modules are divided into Fundamental and Core Modules. Each semester has 15 weeks for teaching and learning, and 2 weeks for examinations.

NTA level 6 has a total of 34 weeks of study in one academic year, which is divided in two semesters. Thirty (30) weeks are for core, fundamental modules four (4) weeks examinations, i.e. two weeks in each semester.

11.1.3 Modules for intake 2019/20

Basic Technician Certificate in Law (NTA level 4)

Semester I

Code	Fundamental Modules	Core Modules	Credits
GST0 4213	Field Practical Training		10
GST0 4212	Social Ethics		06
GST0 4101	Basic Computer Applications		06
LWT04102		Introduction to Legal Methods	09
LWT04103		Introduction to Criminal Law	10
LWT04104		Basics of Law of Contract	10
LWT04105		Elements of Law of Evidence	10
LWT04106		Basics of Family Law	10
	TOTAL CREDITS		**71**

Semester II

Code	Fundamental Modules	Core Modules	Credits
LWT04207		Constitutional Law and Legal System of Tanzania	10
LWT04208		Basics of Civil Procedure	10
LWT04209		Fundamentals of Human Rights Law	09
LWT04210		Elements of Administrative Law	10
LWT04211		Elements of Criminal Procedure	10
GST04213		Field Practical Training	10
GST04212	Social Ethics		06
	TOTAL CREDITS		**65**

Technician Certificate in Law (NTA level 5)

Semester I

Code	Fundamental Modules	Core Modules	Credits
GST05101	Basic English		06
GST05105	Computer Skills		06
LWT05106	Communication Skills for Lawyers		06
GST05214	Introduction to Development Perspectives		06
GST05215	Field Practical Training		09
LWT05102		Legal Method	09
LWT05103		Criminal Law	09
LWT05104		Law of Contract	09
LWT05107		Gender and Child Law	08
	TOTAL CREDITS		**68**

Semester II

Code	Fundamental Modules	Core Modules	Credits
GST05214	Introduction to Development Perspectives		06
GST05215	Field Practical Training		09
LWT05208		Legal Systems and Constitutions	09
LWT05209		Law of Evidence	09
LWT05210		Family Law	09
LWT05211		Criminal Procedure	09
LWT05212		Human Rights Law	09
LWT05213		Labour Law	09
	TOTAL CREDITS		**69**

Ordinary Diploma in Law (NTA level 6)

Semester I

Code	Fundamental Modules	Core Modules	Credits
GST06101	Legal Ethics		09
GST06105	Records and Archives Management		06
LWT06102		Civil Procedure	10
LWT06103		Administrative Law	10
LWT06104		Law of Torts	10
LWT06106		Commercial Law	10
LWT06107		Law of Succession	10
	TOTAL CREDITS		**65**

Semester II

Code	Fundamental Modules	Core Modules	Credits
GST06212	Introduction to Legal Records		06
LWT06208		Land Law	10
LWT06209		Banking Law	10
LWT06210		Legal Drafting and Writing Law	10
LWT06211		Alternative Dispute Resolution	10
LWT06213		Local Government Law	09
LWT05214		Intellectual Property Law	09
	TOTAL CREDITS		**64**

11.2   Basic Technician Certificate in Psychology and Counseling, Technician Certificate in Psychology and Counseling and Ordinary Psychology and Counseling.

Each level of this programme is a TWO semester program.

11.1.1 Entry requirement

As mentioned in section 7.3.1 of this prospectus.

11.1.2 Programme Duration

NTA level 4 has a total of 34 weeks of study in one academic year divided into Semester 1 and II. Its modules are categorized into Fundamental Module and Core Module. Each semester has 15 weeks for teaching and learning, and 2 weeks for examinations.

NTA Level 5 has a total of 34 weeks of study in one academic year divided in Semester 1 and II. Its modules are divided into Fundamental and Core Modules. Each semester has 15 weeks for teaching and learning, and 2 weeks for examinations.

NTA level 6 has a total of 34 weeks of study in one academic year, which is divided in two semesters. Thirty (30) weeks are for core and fundamental modules, four (4) weeks examinations, i.e. two weeks in each semester.

11.1.3 Modules for intake 2022/2023

Basic Technician Certificate in Psychology and Counseling (NTA level 4)

Semester I

Code	Fundamental Modules	Core Modules	Credits
GST05101	Basic English I		09
GST05103	Communication Skills I		09
GST05105	Introduction to ICT		10
PCT05102		Introduction to Psychology I	09
PCT05103		Counseling & Guidance I	09
PCT05104		Human Growth and Development I	09
		Social Psychology I	09
		Counseling Young People I	09
	TOTAL CREDITS		**73**

Semester II

Code	Fundamental Modules	Core Modules	Credits
GST05209	Basic English II		06
GST05210	Communication Skills II		06
PCT05202		Introduction to Psychology II	09
PCT05203		Counseling and Guidance II	09
PCT05204		Human Growth & Development II	09
PCT05205		Social Psychology II	09
PCT05201		Counseling Young People II	09
	TOTAL CREDITS		**57**

Technician Certificate in Psychology and Counseling (NTA level 5)

Semester I

Code	Fundamental Modules	Core Modules	Credits
GST05101	Basic English I		06
GST05103	Communication Skills I		09
GST05105	Introduction to ICT		10
PCT05104		Foundations of Counseling	09
PCT05106		Counseling Process and Skills	09
PCT05107		Counseling Ethics	08
PCT05102		Introduction to Psychology	10
	TOTAL CREDITS		**61**

Semester II

Code	Fundamental Modules	Core Modules	Credits
GST05209	Basic English II		06
GST05210	Communication Skills II		06
GST05211	Basics of Research Methodology		10
GST05216	Field Practical Training		10

Code	Fundamental Modules	Core Modules	Credits
GST05212		Human Growth and Development	08
PCT05213		Counseling Approaches	06
PCT05214		Family Counseling	08
PCT05215		Counseling in Schools	08
	TOTAL CREDITS		**62**

Ordinary Diploma in Psychology and Counseling (NTA level 6)

Semester I

Code	Fundamental Modules	Core Modules	Credits
GST06101	Applied ICT and Contemporary Issues in Social Psychology		08
PCT06102		Discussion of Vocational Growth I	09
PCT06103		Gender Related Counselling	09
PCT06104		Counselling Practicum I	04
PCT05105		Personality Development	09
GST05106		Human Integration I	09
PCT06107		Psychology of Moral Development*	09
GST06216	Field Practical Training		10
	TOTAL CREDITS		**67**

Semester II

Code	Fundamental Modules	Core Modules	Credits
GST06108	Social Ethics		08
GST06216	Field Practical Training		10
PCT06209		Abnormal Psychology	10
PCT06210		Counseling for Grief and Loss	11
PCT06211		HIV and AIDS Related Counseling	11
PCT06212		Counseling Practicum II	04
PCT06213		Trauma Counseling*	09
PCT06214		Human Integration II*	09
PCT06215		Discussion of Vocational Growth II*	09
	TOTAL CREDITS		**81**

12.0 FEE STRUCTURE

12.1 Mode of Payments

12.1.1 All selected candidates shall be required to pay Institute fee before registration in each semester.

12.1.2 Fee has to be paid annually, either once or by two installments at the beginning of each semester.

12.1.3 Failure to pay any Institute fee will result in non-registration.

12.1.4 Any change in annual fee will be announced by the Institute Management.

12.1.5 Fee once paid by the candidate may be refunded on special grounds as described in the Institute Fees Refund Policy.

12.1.6 All payments should be made through the Institute Bank Account and bank slip presented to the Institute Accounts Office which shall issue Institute receipts.

12.1.8 Candidate who owes the Institute shall not be issued with academic transcript, statement of results or any other academic document.

12.1.9 All students are required to have sufficient funds to cater for special Institute requirements such as books, stationery and other expenses.

12.2 Fee Structure for the Academic Years 2022/2023

The Students Training Costs for Certificate and Diploma Programs for Academic Year will be as shown in the schedules given hereunder.

12.3 Students General Requirements

Upon admission all students should be provided with the following documents:
- Students' by-laws
- Hostel regulations

- Library regulations
- Medical examinations
- Computer room regulations
- And any other Institute regulations

13.0 ALMANAC FOR THE ACADEMIC YEAR 2022/2023

ALMANAC

ACADEMIC YEAR 2022/2023

SEMESTER ONE : 18 OCTOBER 2022 – 28 FEBRUARY 2023		
Month	**Day and Date**	**Activity**
October 2022	Monday 3	All staff assembly
	Wednesday 5	Management Board Meeting
	Friday 7	Academic Board Meeting
	Sunday 9	***Maulid – Public Holiday***
	Mon. 10 – Mon. 17	Admission of New students and Registration of Continuing students
	Friday 14	***Nyerere Day – Public Holiday***
	Monday 17	Departmental meetings
	Mon. 17 – Friday 21	Orientation of new students
	Monday 24	Beginning of Classes at 0800
	Friday 28	Finance and Planning Subcommittee
November 2022	Thursday 3	Academic Board Meeting
	Monday 7	Quality Assurance Committee
	Friday 11	Management Board Meeting
	Wednesday 16	Finance and Planning Subcommittee
	Friday 18	SOCAITE & PIHAS Governing Board Meeting
	Thursday 24	Admissions Committee
	Wednesday 30	All Staff Assembly
December 2022	Tuesday 6	Finance and Planning Subcommittee
	Friday 9	***Independence – Public Holiday***
	Thursday 15	Management Board Meeting
	Thursday 22	Classes end at 1700
	Friday 23	Beginning of Christmas Break
	Sunday 25	***Christmas – Public Holiday***

January 2023	Sunday 1	***New Year – Public Holiday***
	Monday 2	End of Christmas Break
	Tuesday 3	Classes Resume at 0800
	Wednesday 11	Departmental meetings
	Thursday 12	***Zanzibar Revolution Day – Public Holiday***
	Friday 13	Admissions Committee
	Monday 16	Academic Board Meeting
	Tuesday 24	Management Board Meeting
	Friday 27	Finance and Planning Subcommittee
	Tuesday 31	Quality Assurance Committee

February 2023	Monday 6	All Students' Assembly
	Wednesday 8	Finance and Planning Subcommittee
	Mon 13 Feb. to Mon. 13 Mar.	**Range of Staff Vacations (Non-Academic staff)**
	Wednesday 15	Management Board Meeting
	Thursday 16	Departmental meetings
	Friday 17	Academic Board Meeting
	Monday 20	Admissions Committee
	Mon.20 – Tue. 28	Semester One Examinations

SEMESTER TWO : 13 MARCH 2023 – 07 JULY 2023

March 2023	Friday 3	Admissions Committee
	Tuesday 7	Management Board Meeting
	Friday 10	Academic Board Meeting
	Monday 13	Classes Begin at 0800
	Wednesday 15	Quality Assurance Committee
	Friday 17	Finance and Planning Subcommittee
	Monday 20	Admissions Committee
	Tuesday 21 – Tuesday 28	Sem. I 2022/2023 Supp. / Special Exams
	Thursday 30	Academic Board Meeting

April 2023	Tuesday 4	Admissions Committee
	Tuesday 4	End of Classes at 1700
	Wednesday 5	Easter Break Begins
	Friday 7	***Good Friday, Karume Day – Public Holiday***
	Sunday 9	***Easter Sunday – Public Holiday***
	Monday 10	***Easter Monday – Public Holiday***
	Tuesday 11	Classes Resume at 0800
	Thursday 13	Academic Board Meeting
	Thursday 20	Management Board Meeting
	Saturday 22	***Id el Fitr – Public Holiday***
	Sunday 23	***Id el Fitr – Public Holiday***
	Wednesday 26	***Union Day – Public Holiday***

May 2023	Monday 1	***Workers' Day – Public Holiday***
	Tuesday 2	Departmental meetings
	Wednesday 3	Admissions Committee
	Thursday 11	Finance and Planning Subcommittee
	Friday 19	Management Board Meeting
	Monday 22	Admissions Committee
	Tuesday 23	Quality Assurance Committee
	Wednesday 24	Students' Assembly
June 2023	Monday 5	Admissions Committee
	Tuesday 13	Finance and Planning Subcommittee
	June Mon. 5 to Mon. 17 July	**Range of Staff Vacations (Non-academic staff)**
	Thursday 15	Management Board Meeting
	Monday 19	Admissions Committee
	Thursday 22	Academic Board Meeting
	Monday 26	Finance and Planning Subcommittee
	Wednesday 28	***Eid al-Adha – Public Holiday***
	Mon.26 – Thur. July 6	2022/2023 Semester Two Examinations
July 2023	Tuesday 4	Admissions Committee
	Friday 7	***Sabasaba Day – Public Holiday***
	Monday 10	Admissions Committee
	Friday 14	Quality Assurance Committee
	Monday 17	Departmental meetings
	Wednesday 19	Academic Board Meeting
	Wednesday 26	Management Board Meeting
	Saturday 29	All Staff Assembly
August2023	**Tue. 1 Aug. to Fri. 15 Sept.**	**Range of Staff Vacations (All Academic staff)**
	Tuesday 8	***Farmers' Day – Public Holiday***
	Friday 18	Admissions Committee
September 2023	Mon.18 – Saturday 23	Sem. II 2022/2023Supplementary / Special Exams
	Monday 18	Management Board Meeting
	Wednesday 27	***Maulid – Public Holiday***
	Thursday 28	Finance and Planning Subcommittee
	Friday 29	Admissions Committee

ACADEMIC YEAR 2023/2024

	Tuesday 3	All Staff Assembly
	Thursday 5	Finance and Planning Subcommittee
	Friday 6	Management Board Meeting
	Saturday 7	Admissions Committee

October 2023	Monday 9 to Fri. 13	Admission of new students & Registration of Continuing students
	Saturday 14	***Nyerere Day – Public Holiday***
	Mon. 16 – Tues. 17	Orientation of New Students
	Wednesday 18	Classes Begin at 0800
	Thursday 19	Finance and Planning Subcommittee
	Tuesday 24	Quality Assurance Committee
	Saturday 28	Holy Mass for the Inauguration of the Year 2023/2024