



**TANZANIA RAILWAYS CORPORATION  
(TRC)**



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(TIRTEC)**

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## **Message from the Principal**

The Tanzania Institute of Rail Technology (TIRTEC) was established in 1947 with the vision of becoming a regional centre of excellence by providing competence based technical education and training in Rail industry as well as providing efficient research and consultancy services. Since then, the Institute has expanded its founding mission of providing high quality training and education in Railway Industry to include offering training in diverse areas of logistics, transportation, engineering, safety and accident management and more.

This book contains wide-range information about matters related to academic of the Institute. It is intended to serve as a guide to prospective and on-going technician certificate, ordinary diploma and locomotive driving technology students. The publication comprises an exhaustive list of all programmed, respective entry requirements, admission, application and registration procedures as well as fee structures and examination rules and regulations. Other relevant information can be accessed in TIRTEC Website [www.tirtec.ac.tz](http://www.tirtec.ac.tz).

Thank you and I look forward to welcome you into our learning community.

Damas A. Mwajanga

**Principal**

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## ABBREVIATIONS

ATC	-	Arusha Technical College
CPA	-	Certified Professional Accounts
DIT	-	Dar Es Salaam Institute of Technology
EAR&H	-	East African Railways and Harbours
ERB	-	Engineering Registration Board
FTC	-	Full Technician Certificate
GPA	-	Grade Point Average
IMU	-	Indian Maritime University
IRDP	-	Institute of Rural Development Planning
ISW	-	Institute of Social Work
KOICA	-	Korea International Cooperation Agency
KORAIL	-	Korea Railroad Corporation
MUST	-	Mbeya University of Science and Technology
NACTE	-	National Council of Technical Education
NACTVET	-	National Council of Technical and Vocational Education and Training
NIT	-	National Institute of Transport
OUT	-	Open University of Tanzania
RATCO	-	Railway Training College
SAUT	-	St. Augustin University of Tanzania
SJCET	-	St. Joseph University College of Engineering and Technology
TIRSO	-	Tanzania Institute of Rail Technology Students' Organization
TIRTEC	-	Tanzania Institute of Rail Technology
TPSC	-	Tanzania Public Service College
TRC	-	Tanzania Railways Corporation
TTC	-	Teachers' Training College
UCC	-	University of Dar Es Salaam Computing Centre
UDOM	-	University of Dodoma
UDSM	-	University of Dar Es Salaam

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## CHAPTER ONE

### 1.0 INTRODUCTION

#### 1.1 Historical Background of The Tanzania Institute of Rail Technology (TIRTEC)

The Tanzania Institute of Rail Technology, Tabora (TIRTEC) formerly known as the Railway Training College (RATCO), was established in 1947 as a branch of the main Railway Training School Nairobi and was one of the departments of then defunct East African Railways and Harbours (EAR&H). The main purpose was to form an extension to Nairobi main school for conducting training of the lower and intermediate cadres for Rail Transportation department which could not be accommodate at Nairobi school namely: Station Clerks, Train Guards, Travelling Ticket Examiners, Yard Foremen and Assistant Station Masters.

Training of the Rail Transportation managerial cadres and cadres for the rest of the Railway departments continued to be trained at main Railway school Nairobi. Now, following the break of the East African community in 1977 and consequential in-access to the training facilities at Nairobi, the then defunct Tanzania Railways Corporation was compelled to improvise and accommodate training of departments which were previously not represented at the Institute namely; Mechanical and Civil Engineering cadres, Signals and Telecommunication cadres, Personnel and other Rail Transportation cadres that continued to be trained at Nairobi Main School.

The main function of TIRTEC is to conduct training and Carry out Research and Consultancy Services in Railway Industry. The Institute is a non-autonomous and is embedded as one of support department in Tanzania Railways Corporation (TRC) to cater for training of its operational cadres and intermediate managerial cadres.

#### 1.2 Institute Vision and Mission Statements:

##### **Vision of the Institute**

*“To be a Centre of Excellence for Providing Training in Railway Technologies and Allied Sciences in Africa”.*

## **Mission of the Institute.**

*“To provide Competence Based Training, Research and Consultancy in Railway Transport and Allied Sectors for Sustainable Socio-Economic Development in Africa”.*

### **1.3 Objectives of the Institute**

- (a) To form flexible courses that is responsive to dynamic and rapid changing in Railway Industry and related fields.
- (b) To provide relevant competencies those satisfy Railway Industry operational needs and those Railway professionals.
- (c) To cope with the NACTE regulations who is the regulator of the Institute.
- (d) To engage into research, operational and organizational problems and training needs

### **1.4 Core Functions of TIRTEC**

The Institute core functions are:

- (a) To Conduct Training in Railway Specialties i.e;
  - (i) Rail Transportation
  - (ii) Locomotive Technology (in Mechanical and Electrical)
  - (iii) Track Technology
  - (iv) Locomotive Driving Technology.
  - (v) Electronics and Telecommunications Engineering
  - (vi) Personnel Course
  - (vii) Carriage and Wagon Technology

- (b) To Carry out Research and Consultancy in Railway and other related fields.

### **1.5 Future Plan**

- (a) The Institute has attained full accreditation to offer courses in Rail Transportation Technology at NTA level 4, 5, & 6 in 2016. The Institute has strategic plan to implement Diploma courses for remaining courses listed in paragraph 1.4 above. These are.

- (i) Locomotive Engineering (in Diesel Mechanical)
- (ii) Locomotive Driving Technology
- (iii) Carriage and Wagon Technology
- (iv) Electrical Engineering
- (vi) Transport Safety and Rail Accident Management
- (vii) Rail Transport Economics

**(b) Short courses:**

Specialized Courses to be conducted by the Institute, includes:

- (i) Pneumatics and Hydraulics
- (ii) Non-Destructive Tests
- (iii) Electrical Installation
- (iv) Motor Rewinding
- (v) Information and Communication Technology (ICT)
- (vi) Maintenance and Repairs of Locomotives
- (vii) Welding and Metal Fabrication
- (viii) Metal Machining
- (ix) Radio and television maintenance and repairs
- (x) Domestic home appliance maintenance and repairs

**1.6.0 Organization of TIRTEC**

**1.6.1 The Institute Advisory Board Members:**

Currently the Board comprises of ten members detailed as follows:-

Eng. Alfred Nkida Ngw'hani - Chairperson  
P.O Box 804,  
Tabora.

Principal of Tanzania Institute of Rail Technology - Secretary  
Damas A. Mwajanga,  
P.O Box 321,  
Tabora.

Director of Human Resource Management and Administration  
Irene Ungani-Kyala  
Tanzania Railways Corporation (TRC)  
P.O. Box 76959

**Dar es Salaam**

Director TPSC - Tabora Campus – Member  
Dr. Joseph S. Mbwilo  
P.O. Box 329,  
Tabora.

Principal TTC Tabora - Member

Ms. Barbina L. Joseph,  
P.O. Box 320,  
**Tabora.**

Deputy Principal - ARC of Tanzania Institute of Rail Technology - Member

Mr. Leth Sanga,  
P.O Box 321,  
**Tabora.**

Deputy Principal - PFA of Tanzania Institute of Rail Technology - Member

Edward Chezari Vicent  
P.O. Box 321,  
**Tabora.**

Principal - VETA Tabora - Member

Dr. Zebedayo Benson Kyomo  
P.O. Box 2060,  
**Tabora.**

Director of Finance and Accounts (TRC) – Member

CPA Emmanuel Balele  
Tanzania Railways Corporation (TRC)  
P.O. Box 76959  
**Dar es Salaam**

President TIRSO – Member

Mr. Yahaya Ngalanigwa  
P.O. Box 321,  
**Tabora.**

## **1.6.2 The Institute Management Team**

Principal

**Mr. Damas A. Mwajanga**

- Master of Science in Internal Transport and Logistics (UDSM) -
- Postgraduate Diploma in Procurement and supply Chain Management (NIT)
- Advance Diploma in Freight Clearing and Forward (NIT)
- Diploma in Education (TTC Monduli) –
- Certificate in Managing Technical Institution (NACTVET)
- Certificate in Strategic Planning, Effective Budgeting and Implementation (IRDP)
- Certificate in Dangerous Goods Training of Trainers (
- Certificate in Nautical Science (IMU)
- Certificate in Pedagogical Skills (NACTVET)
- Certificate in Curriculum Development, Delivery and Assessment (NACTVET)

**Deputy Principal Planning, Finance and Administration**

Mr. Edward Chezari Vicent

- Master's Degree in Strategic Human Resource Management (ISW)
- BA in Social Work (ISW)
- Diploma in Commonwealth Youth (OUT)
- Diploma in Rail Transportation (RATCO)
- Certificate in Curriculum Development, Delivery and Assessment (NACTVET)
- Certificate of Competence in Safety Management System (KORAIL JV)
- Certificate in System Engineering and Integration (TCCD KORAIL)
- Certificate in Railway Cargo Tracking and Fuel Management System (WEB Technologies)
- Certificate in Clerical Course (RATCO)
- Certificate in Pedagogical Skills (Morogoro TTC)

**Deputy Principal - Academic, Research and Consultancy**

Leth Sanga

- Master of Human Resource Management (OUT)
- Bachelor of Arts in Education (OUT)
- Technician Certificate in Signal & Telecom (TIRTEC)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)

- Certificate in Rail Transportation (RATCO)
- Certificate in Pedagogical Skills (Morogoro TTC)

### **Campus Manager – Morogoro Campus**

David Kisanga

- Master of Education in Education Planning and Administration (SAUT)
- MBA Finance and Corporate Management (SAUT)
- B.Ed in Mathematics (Tumaini University)
- Diploma in Education (Monduli TTC)
- Certificate in Pedagogical Skills (Morogoro TTC)
- Technical Teacher Certificate Award (NACTE)
- Certificate in Curriculum Development, Delivery and Assessment (NACTVET)

### **Quality Assurance and Quality Assurance – Tabora campus**

Eng. Malugu Charles Magambo

- B.A Education (UDSM)
- Diploma in Civil (TIRTEC)
- Certificate in Curriculum Development, Delivery and Assessment (NACTVET)

### **Quality Assurance and Quality Assurance – Morogoro campus**

Emmanuel S. Duttu

- Certificate in Main Line Locomotive Driver (RATCO)
- Certificate of Diesel Fitter Mechanical Class I (RATCO)
- Certificate of Motor Vehicle (VETA)
- Certificate of Shunter Locomotive Driver (RATCO)
- Certificate in Pedagogical Skills (Morogoro TTC)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)

### **Dean of Students - Tabora Main Campus**

John August Maina

- MSc. in Information Communication Technology (UDOM)
- BSc. in Information Communication Technology (OUT)
- Diploma in Information Communication Technology (UCC – Dodoma)
- Certificate in Information Communication Technology (UCC – Dodoma)
- Certificate in Training of Standard Gauge Railway (Yapi Marikezi

- Certificate of ICT Professional Registration System No. P0384-SAD
- Certificate in Pedagogical Skills (Morogoro TTC)
- Technician Certificate in Signal & Telecom (RATCO)

### **Dean of Students - Morogoro Campus**

Mathias Pius Msafiri

- Certificate in Main Line Locomotive Driver (RATCO)
- Certificate of Shunter Locomotive Driver (RATCO)
- Certificate of Electrical Installation Grade III (VETA)
- Certificate in Pedagogical Skills (Morogoro TTC)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)

### **A.g. Examination Officer - Tabora Main Campus**

Mr. Said Hassani Hamis

- B.A. Education ( UDSM)
- Diploma in Rail Transportation (TIRTEC)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

### **Admission Officer - Tabora Main Campus**

Said Bashiru

- Bsc. General
- FTC Telecommunication
- Certificate in Pedagogical
- Certificate in Safety course
- Certificate in Supervisory course
- Certificate in Pedagogical Skills (Morogoro TTC)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)

### **Examination Officer – Morogoro Campus**

Hendry J. Mlingi

- B.Eng in Electrical & Electronics (SJCET)
- Certificate in Pedagogical (Morogoro TTC)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)

## **Admission Officer – Morogoro Campus**

Eng. Musa Samwel Sima

- B.Eng in Electronics and Telecommunication (D.I.T)
- Certificate in Rail Control System Engineering (Raysimas & TCDD)
- Certificate in Pedagogical Skills (Morogoro TTC)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)

## **1.7.0 Head of Academic Departments at Tabora Campus**

### **1.7.1 Head of Civil Engineering Department**

Eng. Faisal Ally Hinyika

- Bachelor's Degree in. Civil Engineering (DIT)
- Ordinary Diploma in Civil Engineering (ATC)
- Professional Certificate of Reg. No. ERB – A – 0116011465 (ERB)

### **1.7.2 Head of Transport Operations Department**

Mr. Said Hassani Hamis

- B.A. Education ( UDSM)
- Diploma in Rail Transportation (TIRTEC)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

### **1.7.3 Head of Mechanical Engineering Department**

Eng. Nebiot Stanslaus

- Bachelor's Degree in. Mechanical Engineering – (DIT)
- Ordinary Diploma in Mechanical Engineering (ATC)
- Professional Certificate of Engineering Reg. No. GE773564 (ERB)

### **1.7.4 Head of Electrical and Electronics Department**

Eng. Chuki Kabua

- Bachelor of Electronics and Telecommunications Engineering (DIT)
- Full Telecommunication Technician (RATCO)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)
- Certificate in Pedagogical Skills (Morogoro TTC)
- Certificate in Railway Control System Engineering (TCDD & raysimas)

## **1.8.0 Head of Academic Departments at Morogoro Campus**

### **1.8.1 Head of Electrical Engineering Department**

**Eng. Hendry J. Mlingi**

- B. Eng in Electrical and Electronics Engineering– (SJCET)
- Certificate in Pedagogical Skills– (Morogoro TTC)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)

### **1.8.2 Head of Mechanical Engineering Department**

Eng. Nebiot Stanslaus

- Bachelor's Degree in. Mechanical Engineering – (DIT)
- Ordinary Diploma in Mechanical Engineering (ATC)
- Professional Certificate of Engineering Reg. No. GE773564 (ERB)

## 1.9 Definition of Terms

**“Abscondment”** means not reporting for scheduled examination at time, day and place specified or failure to attend scheduled classes to the required percentage during a particular semester without prior written permission from the Principal.

**“Academic Calendar (Almanac)”** Means an Institute’s plan of events and activities to be carried out in the respective academic year.

**“Academic Board Committee (ABC)”** means an organ of the Institute’s Advisory Board responsible for procedural, quality control and regulations of education, training, research and consultancy within the institute. It is responsible for evaluation of general performance of students and adherence to examination conduct standards of TIRTEC.

**“Academic Committee (AC)”** Means an institute’s organ that oversees all academic matters at the institute level. It is responsible for evaluation of general performance of students and adherence to examination conduct standards of TIRTEC. This organ reports to Academic Board Committee.

**“Academic Course”** means a programme of studies which leads to the National Technical Award to students after successful completion of its all requirements.

**“Academic Staff”** means a full time or part time Instructor, teacher, tutor, lecturer or professor and invited expert who is identified to facilitate the teaching and learning of the module(s) or part of it. Academic staff shall be eligible for being appointed to set the examination question paper(s).

**“Academic Year”** means a two-semester period relating to any programme conducted by TIRTEC, as the Board may define.

**“Advisory Board”** means the supreme organ at the Institute with the mandate to handle all matters at the institute (TIRTEC) established by the Board of Governors (BOG) of Tanzania Railways Corporation (TRC) or Director General of TRC.

**“Appeal”** means the situation which the student is not satisfied with his published provisional examination results then requests his examination results to be remarked before examination results approval.

**“Assessment”** means any mode or combination of modes testing a candidate’s performance in a particular module.

**“Award”** means any award designated by the Board for grant or conferment upon students who qualify in accordance with these Regulations.

**“Board”** means competent organ or authority of the institute vested with express or implied legal powers to decide and or to do, to allow to do, to approve, or to order the doing, disproving or disallowance of such act or acts as is or are referred to in any of respective provisions of this TIRTEC Examination Rules and Regulations, 2022.

**“Campus Academic Committee (CAC)”** Means an institute’s academic organs that oversees all academic matters at the campus level (Tabora campus and Morogoro campus).

**“Campus Examination Appeals Committee (CEAC)”** means Examination Appeal Committee at Morogoro Campus or any TIRTEC Campus that reports to Institute Examination Appeal Committee (EAC).

**“Campus Examination Irregularities Committee (CEIC)”** means Examination Irregularities Committee at Morogoro Campus or any TIRTEC Campus that reports to Institute Academic Committee (AC).

**“Candidate”** means a registered student who intends to study at the Institute and be examined after having fulfilled the Institute registration and programme eligibility requirements.

**“Cheating” means:-**

- a) Possession of, using, giving, receiving or copying unauthorized material during and/or after test or examination, irrespective of whether such act/conduct is discovered within or outside the examination room; or
- b) Copying assignment, report, or dissertation; or
- c) Communicating, collaborating and/or colluding with another candidate/student to commit examination irregularity before, during or after test or examination, irrespective of whether such act/conduct is discovered within or outside the examination room; or
- d) Any form or kind of dishonesty or destruction or falsification of any evidence of

examination irregularity that may be reasonably linked with the examination in question;

- e) Aiding or abetting the commission by the candidate of any acts prescribed in paragraphs (a) (b) (c) and (d) above;
- (f) Possession of answer booklet(s) inside the examination room that was not provided by the invigilator or examination in charge or possession of answer booklet(s) prior or after examination is also known as Unauthorized Material.

**“Checker”** means a person(s) appointed by the Principal who shall be responsible to verify the correctness of examination score(s) recorded by the internal Examiner or External Examiner.

**“Chief Invigilator”** is the academic staff appointed by the Principal from among Heads of Departments or institute Examination Officer in each Campus for the purpose of overseeing invigilation of semester examinations or supplementary examinations in the particular examination season.

**“Committee”** means the competent organ within TIRTEC vested with express or implied legal powers to decide, to do, to allow and or to do, to approve, or to order the doing, disproving or disallowance of such act or acts as is or are referred to in any of respective provisions of this TIRTEC Examination Rules and Regulations, 2022.

**“Competent Organ/Authority”** includes such board, committee, office or officer of the institute vested with express or implied legal powers to decide and or to do, to allow to do, to approve, or to order the doing, disproving or disallowance of such act or acts as is or are referred to in any of respective provisions of this TIRTEC Examination Rules and Regulations, 2022.

**“Continuous Assessment (CA) or Course Work”** means any form of formative evaluation made during the semester. This evaluation may constitute but not limited to classroom tests, homework, project and field work attachment which contributes to the final score of the examination of the module.

**“Core Module”** means an independent package of learning matters specifically related to the programme of study. A candidate who fails the core modules is not legible for being promoted to the next level of study.

**“Co – opted Member”** means any person who is a special member of any committee or sub-committee of TIRTEC due to his potential position in an organization with a right to vote on any question that falls to be decided at any meeting of that committee but who is not one of its elected members.

**“Cumulative Grade Point Average (Cum GPA)”** means the summation of each grade point times the credits of each module divided by the total credit hours taken by the candidate during the programme of study.

**“Departmental Academic Committee (DAC)”** means an organ that is under academic department which deals with handling of all academic matters including continuous assessment and semester examinations. It is responsible for marking and compiling continuous assessment and semester examinations. This committee is responsible to discuss the general conduct of examinations, general performance of students and checking the accuracy of data entry of results in the respective department and submit its findings and recommendations to the Academic Committee.

**“DP – ARC”** means Deputy Principal – Academic, Research and Consultancy.

**“DP – PFA”** means Deputy Principal – Planning, Finance and Administration.

**“End of Semester Examination”** means first sitting of Semester Examination.

**“Examination Appeal Committee (EAC)”** means a body established at the institute authorized to receive, discuss and deliberate candidate’s examination appeal after publishing examination provisional results.

**“Examination Guidelines”** means Examination Rules and Regulations.

**“Examination Irregularity Committee (EIC)”** means a body established at the institute authorized to receive, hear, investigate and deliberate on any examination irregularity case(s) reported at the institute. Then recommend to Academic Committee of the institute for further action.

**“Examinations leakage”** refers to the illegal filtration of an examination question paper from its system or accessing of the examination question paper by a candidate before

the paper is officially opened in the examination room. (Selling, buying, stealing or in any other way obtaining examination prior to the sitting for the examination).

**“Examination Irregularity”** includes cheating (as defined in these Regulations), and any other act or conduct prohibited under chapter 9 of these regulations.

**“Examination Rules and Regulations”** means guidelines that appropriately provide relevance conduct of examination, a candidate, invigilator, internal and external examiners including all other stake holders relating to academic matters in order to enhance academic standards, quality and integrity.

**“Examination Season”** means a season in a given academic year and semester that examinations are conducted, normally referred to by mentioning a month and year.

**“Examination”** means a measurement of academic or professional achievement attempted at but not limited to the assessment of the semester which assists to give accurate predictions for future academic success or future professional competence of a candidate. For practical purpose, 'examination' shall include continuous assessment, end of semester examination, field and project work where appropriate. For a candidate who obtains an average of annual GPA below 2.0 shall not do supplementary examination but shall be discontinued from studies.

**“External Examiner (E.E.)”** means Academic staff member appointed from outside TIRTEC for the purpose of ensuring that setting and marking of the examinations or evaluations conducted by TIRTEC is as per revised rules and regulations of 2022 set by the institute and its regulatory authority.

**“Facilitator or Instructor or Teaching Staff”** means an academic staff who is engaged on permanent, contract or part time basis and he is assigned to teach and assess students, course or module or, invigilate, supervise or mark tests or examinations.

**“Fundamental Module”** means an independent package of learning matters not directly related to the programme of study. Candidate(s) who fails fundamental module(s) cannot be promoted to the next level. (means non-core module).

**“Grade Point”** means a number of points represented by a letter grade scored by a candidate in a module at the end of semester examination.

**“HADs”** means Heads of Academic Department.

**“HoDs”** means Heads of Department.

**“He/His”** includes **“She/Her”**.

**“Institute”** means the Tanzania Institute of Rail Technology (TIRTEC).

**“Internal Examiner (I.E.)”** means a TIRTEC academic staff involved in setting or marking examination of a particular module in a given semester.

**“Invigilation”** means the act of supervising candidate(s) sitting for examinations.

**“Invigilator”** means an officer in charge of candidate(s) during the examination session or a teaching staff or facilitator given the responsibility (either sole or shared) of supervising candidates sitting for examinations.

**“Marker”** shall mean a teaching staff or facilitator responsible for checking the correctness of marking guide and assessing responses of candidates to the set examination questions and award scores.

**“Moderator”** shall mean a person appointed within or outside the institute for the purpose of ensuring that the setting and/or marking of the examinations is done according to the curricula, assessment plan, model answers, marking guide and is responsible for the correction of any anomalies.

**“Module”** means an independent package of learning related matters which constitute any academic programme of study. The student is required to study for a fixed number of hours during a semester that can be credited towards the final award at any given level of study.

**“NACTE”** means National Council for Technical Education was an authority that was responsible to oversee and regulate all institutions or colleges that offers technical education in Tanzania.

**“NACTVET”** means National Council for Technical and Vocational Education and Training is an authority that is responsible to oversee and regulate all institutions or colleges that offers Technical and Vocational Education and Training in Tanzania.

**“NACTVET Quality Assurance”** means the fee collected by the institute in each academic year from the students then paid to NACTVET for monitoring quality to the technical training institutions.

**“NHIF”** means National Health Insurance Fund.

**“NTA”** means National Technical Awards.

**“Oral Examination”** means organized verbal examination conducted by one or more examiners.

**“Panel”** means a group of markers of a specific field of study.

**“Penalty”** means a punishment for the violation of the TIRTEC revised Examinations Rules and Regulations, 2022.

**“Possession of Unauthorized Material”** includes taking unauthorized material, in person or by agent, into or near the institute premises, class room, examination room or having unauthorized material on or around one’s body or desk, on one’s clothes and/or tools.

**“Programme”** means the totality of modules to be taught towards final awards.

**“Quality control”** means a set procedures intended to ensure that the performed services meet the defined requirements. It is a system of routine technical activities to measure and control the quality by consistence checks to ensure data integrity, correctness and completeness.

**“Quality Assurance”** means is a management method that involves planned and systematic actions needed to provide adequate confidence that a product, service or result will satisfy given requirements for quality and be fit for use.

**“Quality Control and Quality Assurance”** means applying appropriate procedures to ensure that the performed academic activities meet the required standard and management method that needed to provide adequate assurance that a graduate will have acquired intended knowledge and skills in order to fit the market requirements.

**“Regulatory Authority”** means the body established by an act of Parliament of United Republic of Tanzania for overseeing and coordinating the provision of technical education and training in Tanzania.

**“Retake/Repeat”** – Means repeating a failed module during supplementary examination where a student will not be allowed to proceed to the next NTA level until he has passed the respective module(s).

**“Semester Examination”** means an examination to be undertaken by a candidate at the end of a respective semester; which includes end of semester examination, supplementary examination and special examination.

**“Setter”** means a teaching staff or facilitator proposing examinations question papers, model solutions/answers and marking guide.

**“Special Examination”** means an examination administered to a candidate who did not do a specified number of modules during the regular end of semester examinations administered to a candidate who passes Continuous Assessment (CA).

**“Student”** means an individual who is admitted for any programme of study conducted by the Institute.

**“Semester Grade Point Average (Sem GPA)”** means the summation of each grade point times the credits of each module divided by total credit hours taken by a candidate during the semester.

**“Semester”** means an academic period in which one set of programme modules in each discipline is taught and examined.

**“Supervisor”** means an officer in charge of candidates and invigilators at any examination rooms and premises to make certain that, all examination are conducted in accordance with the examination rules and regulations of the Institute.

**“Supplementary Examination”** means an examination administered to a candidate who failed in a specified number of modules during the regular end of semester examination.

**“TIRSO”** refers to Tanzania Institute of Rail Students Organization responsible with student affairs.

**“TIRTEC”** shall mean Tanzania Institute of Rail Technology.

**“Unauthorized Absence from the Examination Room”** means leaving the examination room, temporarily or otherwise, or staying out of the examination room for an unduly long period, without authorization or permission of the invigilator(s) for examination in question.

**“Unauthorized Material”** means; any written, printed or recorded material that is generally or specifically prohibited from being brought into the examination room, which includes but not limited to:-

- (a) Notes, books, handbag, handkerchiefs in which information is written; or
- (b) Information written on any part of the body; or
- (c) Cellular/mobile phones, radios, radio cassettes or other types of cassette/DVD/VCD players, computers, iPods, tablets, recording apparatus, flash disks; or
- (d) Annotated documents; and
- (e) Any other material which one knows, believes, suspects or reasonably ought to have known, believed or suspected that the same could be used to assist him in cheating in the examination.

## CHAPTER TWO

### **2.0 PROGRAMMES OFFERED BY VARIOUS ACADEMIC DEPARTMENTS**

TIRTEC is fully accredited by the National Council for Technical Education (NACTE) to offer and grant awards of Basic Technician Certificate, Technician Certificate and Ordinary diploma programmes to successful candidates. Awards offered are National Technical Level (NTA 4 – 6).

#### **2.1 Basic Technician Certificate Programmes (NTA Level 4)**

Basic Technician Certificate in Railway Transport and Logistics Management  
Basic Technician Certificate in Rail Track Technology  
Basic Technician Certificate in Carriage and Wagon Mechanical Technology  
Basic Technician Certificate in Locomotive Electrical Technology  
Basic Technician Certificate in Locomotive Mechanical Technology  
Basic Technician Certificate in Electronics and Communication Engineering  
Basic Technician Certificate in Transport Safety and Railway Accident Management  
Basic Technician Certificate in Railway Transport Economics

#### **2.2 Technician Certificate Programmes (NTA Level 5)**

Technician Certificate in Railway Transport and Logistics Management  
Technician Certificate in Rail Track Technology  
Technician Certificate in Carriage and Wagon Mechanical Technology  
Technician Certificate in Locomotive Electrical Technology  
Technician Certificate in Locomotive Mechanical Technology  
Technician Certificate in Electronics and Communication Engineering  
Technician Certificate in Transport Safety and Railway Accident Management  
Technician Certificate in Railway Transport Economics  
Technician Certificate in Locomotive Driving Technology

#### **2.3 Ordinary Diploma Programmes (NTA Level 6)**

Ordinary Diploma in Railway Transport and Logistics Management  
Ordinary Diploma in Rail Track Technology  
Ordinary Diploma in Carriage and Wagon Mechanical Technology  
Ordinary Diploma in Locomotive Electrical Technology  
Ordinary Diploma in Locomotive Mechanical Technology  
Ordinary Diploma in Electronics and Communication Engineering

Ordinary Diploma in Transport Safety and Railway Accident Management.

Ordinary Diploma in Railway Transport Economics.

Ordinary Diploma in Locomotive Driving Technology.

#### **2.4 Entries Qualification of Courses Offered at the Institute.**

<b>Program Name</b>	<b>Capacity</b>	<b>Program Requirement</b>	<b>Durations</b>
<b>Basic Technician Certificate (NTA Level 4)</b>			
Basic Technician Certificate in Railway Transport and Logistics Management	100	Holders of certificate of secondary Education (CSE) with four passes in 'D' grades of any subjects excluding religious subjects.	1 year
Basic Technician Certificate in Track Technology	50	Holders of Certificate of Secondary Education Examinations (CSEE) with at least four 'D' grades in non-religious subjects including two 'D' grades in either Mathematics, Physics or Chemistry subjects;  OR  Holder of Certificate of Secondary Education with at least two passes of 'D' grades and possessions of at least National Vocational Technical Award NVTA level III/Trade Test Grade I in civil related field.	1 year

Basic Technician Certificate in Carriage and Wagon Mechanical Technology	50	Holders of Certificate of Secondary Education Examinations (CSEE) with at least four 'D' grades in non-religious subjects including two 'D' grades in either Mathematics, Physics or Chemistry subjects;  OR  Certificate of Secondary Education with at least two passes of 'D' grades and possessions of at least National Vocational Technical Award NVTA level III/Trade Test Grade I either in welding and Fabrication (WF), Auto body repair (ABR) or mechanical related.	1 year
Basic Technician Certificate in Locomotive Electrical Technology	60	Holders of Certificate of Secondary Education Examinations (CSEE) with at least four 'D' grades in non-religious subjects including two 'D' grades in either Mathematics, Physics or Chemistry subjects;  OR  Holder of Certificate of Secondary Education with at least two passes of 'D' grades and possessions of at least National Vocational Technical Award NVTA level III/Trade Test Grade I in Electrical related field.	1 year

Basic Technician Certificate in Locomotive Mechanical Technology	60	Holders of Certificate of Secondary Education Examinations (CSEE) with at least four 'D' grades in non-religious subjects including two 'D' grades in either Mathematics, Physics or Chemistry subjects;  OR Holder of Certificate of Secondary Education with at least two passes of 'D' grades and possessions of at least National Vocational Technical Award NVTA level III/Trade Test Grade I in Mechanical related field.	1 year
Basic Technician Certificate in Electronics and Communication Engineering	50	Holders of Certificate of Secondary Education Examinations (CSEE) with at least four 'D' grades in non-religious subjects including two 'D' grades in either Mathematics, Physics or Chemistry subjects;  OR Holder of Certificate of Secondary Education with at least two passes of D grade and possessions of at least National Vocational Technical Award NVTA level III/Trade Test Grade I in Mechanical related field.	1 year
Basic Technician Certificate in Transport Safety and Railway Accident Management	50	targets Holders of Certificate of Secondary Education examination (CSEE) with at least four passes of any subject including physics, chemistry, Biology or mathematics with exclusion religious subjects or candidate with NVA level III in related field with at least two passes of non- religious subjects at CSEE	1 year

Basic Technician Certificate in Railway Transport Economics	50	The Basic Technician Certificates targets Holders of Certificate of Secondary Education Examination (CSEE) with at least four D grade passes one of them is mathematics and the rest is any subject excluding religious subjects.	1 year
<b>Technician Certificate (NTA Level 5)</b>			
Technician Certificate in Railway Transport and Logistics Management	100	Basic Technician Certificate (NTA Level 4) in Railway Transport and Logistics Management or Rail Transportation  OR Holder of Advanced Certificate of Secondary Education Examination (ACSEE) with at least one principal pass and two subsidiaries.	1 Year
Technician Certificate in Rail Track Technology.	50	Basic Technician Certificate (NTA Level 4) in Rail Track Technology.	1 year
Technician Certificate in Carriage and Wagon Technology.	50	Basic Technician Certificate (NTA Level 4) in Carriage and Wagon Technology or Locomotive Mechanical Technology.	1 Year
Technician Certificate in Locomotive Electrical Technology.	60	Basic Technician Certificate (NTA Level 4) in Locomotive Engineering in Diesel Electrical or Locomotive Electrical Technology.	1 Year
Technician Certificate in Locomotive Mechanical Technology.	60	Basic Technician Certificate (NTA Level 4) in Locomotive Mechanical Technology.	1 Year
Technician Certificate in Electronics and Communication Engineering.	50	Basic Technician Certificate (NTA Level 4) in Electronics and Communication Engineering.	1 year
Technician Certificate in Transport Safety and Railway Accident Management	50	Targets holder of Basic Technician Certificates (NTA Level 4) in Transport Safety and Railway Accident Management.  OR	1 year

		<p>Holder of Basic Technician Certificate (NTA Level 4) in Railway Transport and Logistics Management.</p> <p>OR</p> <p>Holder of Basic Technician Certificate (NTA Level 4) in Civil Engineering specialized in Rail track Technology.</p> <p>OR</p> <p>Holder of Basic Technician Certificate (NTA Level 4) in Mechanical Technology specialized in Locomotive Mechanical Technology or Locomotive Electrical Technology or Carriage and Wagon Mechanical Technology.</p> <p>OR</p> <p>Holder of Advanced Certificate of Secondary Education Examination (ACSEE) with at least one (1) principal pass of science subject and one (1) subsidiary pass excluding religious subjects.</p> <p>OR</p> <p>Advanced Certificate of Secondary Education from other countries with passes equivalent to the above subjects and translated by NECTA.</p>	
Technician Certificate in Railway Transport Economics	50	<p>Holders of Basic Technician Certificate (NTA Level 4) in Railway Transport Economics;</p> <p>OR</p> <p>Holders of Advanced Certificate of Secondary Education Examination (ACSEE) with at least one (1) principal pass and one (1) subsidiary pass in subject excluding religious subject.</p> <p>OR</p> <p>Advanced Certificate of Secondary Education from other countries with passes equivalent to the above</p>	1 year

		subjects and translated by NECTA	
Technician Certificate in Locomotive Driving Technology	40	<p>Holders of Advanced Certificate of Secondary Education with two (2) principal passes in Physics and Mathematics and one subsidiary in either Geography or Chemistry,</p> <p>OR</p> <p>Holders of Basic Technician Certificate (NTA Level 4) in either Carriage and Wagon Mechanical Technology or Locomotive Electrical/Mechanical Technology or related fields</p> <p>OR</p> <p>Holders of Ordinary Diploma in Mechanical/Electrical Engineering or related fields.</p>	1 year
<b>Ordinary Diploma (NTA Level 6)</b>			
Ordinary Diploma in Railway Transport and Logistics Management	100	Technician Certificate in (NTA Level 5) in Rail Transportation or Railway Transport and Logistics Management..	1 Year
Ordinary Diploma in Rail Track Technology.	50	Technician Certificate (NTA Level 5) in Rail Track Technology.	1 year
Ordinary Diploma in Carriage and Wagon Technology.	50	Technician Certificate (NTA Level 5) in Carriage and Wagon Technology or Carriage and Wagon Mechanical Technology.	1 year
Ordinary Diploma in Locomotive Electrical Technology.	60	Technician Certificate in (NTA Level 5) in Locomotive Engineering in Diesel Electrical or Locomotive Electrical Technology.	1 Year
Ordinary Diploma in Locomotive Mechanical Technology.	60	Technician Certificate in (NTA Level 5) in Locomotive Mechanical Technology.	1 Year
Ordinary Diploma in Electronics and Communication Engineering.	50	Technician Certificate (NTA Level 5) in Electronics and Communication Engineering.	1 year

Ordinary Diploma in Transport Safety and Railway Accident Management.	60	Technician Certificate (NTA level 5) in Transport Safety and Accident Management.	1 year
Ordinary Diploma in Railway Transport Economics	60	The Ordinary Diploma targets holders of Technician Certificate (NTA level 5) in Railway Transport Economics.	1 year
Ordinary Diploma in Locomotive Driving Technology.	40	The Ordinary Diploma targets holders of Technician Certificate (NTA level 6) in Locomotive Driving Technology.	

## 2.5 Procedures for Application and Admission

- (a) Candidates applying for all programmes must apply direct to the Institute. The modality of application is found on the Institute website: [www.tirtec.ac.tz](http://www.tirtec.ac.tz)
- (b) All Candidates are required to submit to the Institute their application form, attaching certified copies of the relevant certificates i.e. CSEE/ ACSEE, valid National Examination results slips, birth certificates as well as 2 personal passport size photographs taken within the last six months.
- (c) Application forms for Ordinary Diploma Candidates are obtained at the Institute, Registrar's office or may be downloaded from our Website: <http://www.tirtec.ac.tz>. All application forms with all necessary requirements/ certificates are processed by different boards and finally selected applicants are notified.
- (d) All applications must be accompanied by a non-refundable application fee of Tsh.10,000/= and payable through control number generated by the Institute Accounts Office where the contact shall be indicated in the application form.
- (e) All interested candidates are required to fill the application forms and submit within the announced deadline.
- (f) Non-disclosure of details or provision of false information to any of the sections in the application form if discovered shall render the candidates registration with the Tanzania Institute of Rail Technology cancelled.
- (g) The applications are scrutinized and ranked according to the performance in terms of qualifications and the availability of admission chances.

## 2.6 Registration

All selected candidates are required to register after they have paid registration fee within the first two weeks after arrival at the Institute. Specifically, the deadline for

registration of first year students is two weeks from the first day of the orientation week, while for continuing students it is the Friday of the second week after the beginning of the First Semester session.

**2.7 During registration every student must produce the following documents:**

- (a) Joining Instructions sent to him/her
- (b) A duly filled acceptance form to abide by the Institute Rules and Regulations
- (c) A duly filled medical examination form
- (d) All the original receipts/pay in slips of the money paid to the Institute through the Bank
- (e) Original certificates, academic transcripts, statement of results etc
- (f) A birth certificate/affidavit
- (g) Two passport size and 4 stamp size photographs recently taken

**2.8 Institute Admission Regulations**

- (a) Every student shall report at the Institute at the beginning of the semester and on a prescribed date by the Institute. Any student who fails to report at the Institute on the prescribed date but reports not later than seven days from the date of reporting and without showing any reasonable cause for the failure to do so, shall be liable to receive a written warning from the Registrar. Students who have been selected but cannot register at the Institute for any reason cannot defer the admission to the next academic year. Such students need to apply afresh.
- (b) Students who have postponed studies will be required to report at the Institute at the corresponding time/date and semester similar to that one she/he left.
- (c) No change of names by students is entertained during the course of study at the Institute. Names appearing on the original academic certificates shall be used.
- (d) No student is allowed to change course, except in very exceptional circumstances. In the latter case, no student is allowed to change course later than the Friday of the second week after the beginning of the first semester session or as per Institution Students Admission Guidelines, 2023 or NACTVET guidelines.
- (e) No student is allowed to postpone studies after commencement of an academic year except under special circumstances. Permission to postpone studies is considered after producing satisfactory evidence for the reasons of postponement and written approval from the sponsor.

- (f) Students shall be allowed to be away from studies for a maximum of two academic years if they are to be allowed for re-admission to the same year of studies where they left.
- (g) Students discontinued from studies on academic grounds may be re-admitted to a different programme or in the same programme in the immediate next academic year if he/she wishes.
- (h) Students discontinued from studies on disciplinary grounds are barred from re-admission to any programme at the Institute.

## **2.9 General Information on different payment.**

Apart from Tuition Fee, each student is required to pay for the following:

### **(a) Registration Fee**

All selected candidates will be required to register annually and pay a registration fee of Tsh. 20,000/=

### **(b) Caution Money**

Each student is required to pay Tsh. 20,000/= as Caution Money. The money shall be refunded upon completion of course if he/she was not involved in any loss or damage of the Institute's properties. Where losses/damage exceeds 20,000/=, the student shall be asked to pay the difference.

### **(c) Identity Card**

Each student is required to come with two recently taken stamp size photographs and Tsh. 10,000/= for the cost of Identity Card. This amount is paid once. Replacement for a lost Identity Card shall be done after obtaining a loss report from Police Station and payment of Tsh. 10,000/=.

### **(d) Membership to the TIRTEC Students Organization**

Every TIRTEC registered student is a member of the TIRTEC Students Organization (TIRSO). The membership fee for each year is Tsh. 10,000/=.

### **(e) Accommodation in TIRTEC Hostels**

Each students seeking accommodation in the Institute's hostels are required to pay accommodation fee of Tsh.200,000/= for each academic year.

## 2.10 Fees and Other Financial Requirements

### 2.10.1: Fees Payable Direct to the Institute Per Year

S/N	Description	NTA 4	NTA 5	NTA 6
1.	Tuition fee	1,000,000.00	1,000,000.00	1,000,000.00
2.	Registration fee	20,000.00	20,000.00	20,000.00
3.	Caution Money	20,000.00	20,000.00	0
4.	Stationeries	55,000.00	55,000.00	55,000.00
5.	Student's Identity card	10,000.00	10,000.00	10,000.00
6.	TIRTEC Examination fee	40,000.00	40,000.00	40,000.00
7.	Library Membership fee	10,000.00	10,000.00	10,000.00
8.	Certificates fee & Transcript	40,000.00	0	40,000.00
9.	TIRSO Fee	10,000.00	10,000.00	10,000.00
10	NACTE Quality Assurance	15,000.00	15,000.00	15,000.00
11	Sport , Game & Recreation	10,000.00	10,000.00	10,000.00
<b>TOTAL</b>		<b>1,230,000.00</b>	<b>1,190,000.00</b>	<b>1,210,000.00</b>

### 2.10.2: Payments in Instalments of Tuition Fee and Other Expenses

NTA LEVEL 4		NTA LEVEL 5		NTA LEVEL 6	
1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester	1 <sup>st</sup> Semester	2 <sup>nd</sup> Semester
615,000.00	615,000.00	595,000.00	595,000.00	605,000.00	605,000.00

### 2.10.3: Other Costs Payable Direct to a Student by the Sponsor per Academic Year

SN.	Description	Amount (Tshs.)
1.	Medical fee (to only those without NHIF) is paid in each academic year	50,400.00
2.	Accommodation is paid per each academic year	100,000.00
3.	Minimum charges for meals per semester	840,000.00
4.	Minimum field attachment allowance for two months (60 days) paid in every academic year	600,000.00
5.	Book allowance (Paid every academic year)	100,000.00

**NOTE:**

2.10.4 Health Insurance payments are mandatory. A student who has no NHIF card or any other officially recognized Health Insurance Card they should pay cash Tshs. **50,400/=** to the Institute for processing his/her NHIF card.

2.10.5 Institute Hostels are in adequate and paid once in each academic year.

2.10.6 Students' meals are offered by the Third party.

2.10.7 The Institute reserves the right to change or modify fees costs rate from time to time. It is the responsibility of the student to ensure that fees and other costs, (either in full amount or specified instalments), are remitted timely to the institute through generated control number.

2.10.8 Student who have not paid stipulated payments will not sit for final examination at the end of each semester or will not be awarded a certificate by the Institute unless he/she has fully paid the relevant dues.

2.10.9 Paid fees are non-refundable.

**2.11 .0 Profiles of Academic Departments**

**2.11.1.0 Transport Operations Department**

This department offers three training programmes from NTA Level 4 to 6. The programme is mentioned and explained under sub - parts 2.11.1.1 - 12.11.1.9.

**2.11.1.1 Basic Technician Certificate in Railway Transport and Logistics Management (NTA Level 4)**

This certificate involves Guards/Travelling Ticket Examiners/ Clerks course.

**(a) Programme objectives**

The programme aims at equipping students with knowledge in commercial practices and trains operation which would enable them to handle booking clerks, parcel clerks, passengers and freight traffic, oversee Trains movements, shunt and marshal trains efficiently and effectively.

**(b) Mode of Teaching**

The programme is taught through lectures supplemented by seminar, group discussions, industrial study tours, field work training and occasional lectures from respective department experts. Field work training is undertaken after the end of the second semester of the programme. Field work supervisors are assigned to accompany students for guidance.

**(c) Programme Modules**

**Semester I:**

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 04101	Basic Mathematics	5
GST 04102	Basic Communication Skills	5
<b>CORE MODULES</b>		
RTT 04101	Basics of Logistics and Transport	10
RTT 04102	Railway Ticketing Systems	10
RTT 04103	Railway Passenger Reservation	10
RTT 04104	Railway Accounting System	10
RTT 04105	Elements of Freight Operations	10
<b>Total Credits</b>		<b>60</b>

**Semester II:**

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 04201	Basics of Accounting	6
GST 04202	Basics of Computer Applications	6
GST 04203	Basics of Entrepreneurship Skills	6
<b>CORE MODULES</b>		
RTT 04201	Shunting and Marshalling Operations.	12
RTT 04202	Train Movement En-Route Control	10
RTT 04203	Consignment Safety Skills	10
RTT 04204	Basics of Railway Accident	10
<b>Total Credit</b>		<b>60</b>

**Total Credits at NTA Level 4: 120 (Minimum credits required at Level 4:120)**

## **2.11.1.2 Technician Certificate in Railway Transport and Logistics Management (NTA Level 5)**

### **(a) Programme Objectives:**

Upon successfulness of the programme, graduates will be expected to have requisite competences to:

- (i) Conduct trains working duties
- (ii) Perform yard layout inspection
- (iii) Handle trains accidents
- (iv) Compile monthly financial returns.

### **(b) Mode of Teaching:**

The programme is taught through lectures supplemented by group discussions, Industrial study tours, fieldwork training and occasional lectures from practicing professionals. Fieldwork training is undertaken after the end of the second semesters of the programme: Fieldwork training is supervised by the Instructors, who are aligned to students for guidance.

### **(c) Programme Modules:**

#### **Semester I**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>FUNDAMENTAL MODULES</b>		
GST 05101	Business Mathematics and Statistics	5
GST 05102	Communication Skills	5
GST 05103	Principles of Accounting	5
<b>CORE MODULES</b>		
RTT 05101	Basics of Logistics	7
RTT 05102	Trains Working Systems	8
RTT 05103	Coaching and Goods Accounting	10
RTT 05104	Element of Fleet Management	10
RTT 05105	Field Practical Training	10
<b>TOTAL</b>		<b>60</b>

## Semester II

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 05201	Computer Applications Skills	5
GST 05203	Development Studies	5
GST 05201	Computer Applications Skills	5
<b>CORE MODULES</b>		
RTT 05201	Trains Reception and Dispatch	10
RTT 05202	Station Permanent Way Equipment	15
RTT 05203	Railway Accidents	11
RTT 05204	Comparative Returns.	9
<b>TOTAL</b>		<b>60</b>

**Total Credits at NTA Level 5: 120 (Minimum credits required at Level 5:120)**

### **2.11.1.3 Ordinary Diploma in Railway Transport and Logistics Management (NTA Level 6)**

This Ordinary Diploma in Railway Transport and Logistics Management Involves Station Masters.

#### **(a) Programme objectives**

Upon successfullness of the programme graduates will be expected to have requisite competences to manage the station account and accidents, perform administrative duties, manage trains operation and commercial activities and communicate with staff and general public.

#### **(b) Mode of teaching**

The programme is taught through lectures, tutorial, practical and occasional lectures from respective department experts. Project Proposal is undertaken during the first semester and Project Implementation is undertaken during the second semester of the programme. Project work supervisors are assigned to accompany students for guidance.

### (c) Programme Modules

#### Semester I:

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 06101	Railway Professional Ethics	5
<b>CORE MODULES</b>		
RTT 06101	Station Accounts Inspection Skills	7
RTT 06102	Station Operation Inspection Skills	8
RTT 06103	Basics of Project Proposal and Design	10
RTT 06104	Train and Traffic Control Management	10
RTT 06105	Warehousing Management	10
RTT 06106	Field Practical Training	10
<b>TOTAL</b>		<b>60</b>

#### Semester II

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 06201	Supervisory Skills	8
GST 06202	Fundamentals of Business Law and Carriage	7
<b>CORE MODULES</b>		
RTT 06201	Railway Accidents Clearance	10
RTT 06202	Elements of Customer Service	9
RTT 06203	Elements of Claims Prevention and Handling	6
RTT 06204	Project Management Skills	10
RTT 06205	Terminal Management	10
<b>TOTAL</b>		<b>60</b>

**Total Credits at NTA Level 6: 120 (Minimum credits required at Level 6:120)**

#### 2.11.1.4 Basic Technician Certificate in Transport Safety and Railway Accident Management (NTA Level 4)

This certificate involves Safety Clerks.

#### (a) Programme objectives

Upon successful completion of the programme of Basic Technician Certificate in Transport Safety and Railway Accident Management (**NTA Level 4**) graduates will be expected to have requisite competences to:

- (i) Ensuring Passengers Safety and deal with minimum administration issues.
- (ii) Handling of Dangerous goods and identify hazards.
- (iii) Oversees Train Safety, rolling stock safety and railway track safety

(iv) Carrying out safe railway transport operations activities and report any train abnormality while en-route.

**(b) Mode of Teaching**

The programme is taught through lectures supplemented by seminar, group discussions, industrial study tours, field work training and occasional lectures from respective department experts. Field work training is undertaken after the end of the second semester of the programme. Field work supervisors are assigned to accompany students for guidance.

**(c) Programme Modules**

**Semester I:**

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 04101	Basics of Applied Mathematics	8
GST 04102	Basic Communication Skills	8
<b>CORE MODULES</b>		
TST 04101	Basics of Occupational Health and Safety	12
TST 04102	Basic Risk and Incident Awareness	10
TST 04103	Basic of Handling Dangerous Goods	10
TST 04104	Basic of Railway Track Safety	12
<b>Total Credits</b>		<b>60</b>

**Semester II:**

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 04201	Basics of Computer Application	8
GST 04202	Basics of Entrepreneurship Skills	8
<b>CORE MODULES</b>		
TST 04201	Basic of Rolling Stock Safety	15
TST 04202	Basic of Railway Accidents.	14
TST 04203	Workshop Safety and Laboratory Safety Rules and Regulations.	15
<b>Total Credit</b>		<b>60</b>

**Total Credits at NTA Level 4: 120 (Minimum credits required at Level 4:120)**

## **2.11.1.5 Technician Certificate in Transport Safety and Railway Accident Management (NTA Level 5)**

### **(a) Programme Objectives:**

Upon successful completion of the programme of Technician Certificate in Transport Safety and Railway Accident Management (NTA Level 5) graduates will be expected to be have requisite competences to:

- (i) Assess status of occupational health and safety.
- (ii) Oversees Passenger and Freight Train Safety.
- (iii) Carryout Preliminary Accident investigation.
- (iv) Carrying out Railway transport operations activities.

### **(b) Mode of Teaching:**

The programme is taught through lectures supplemented by group discussions, Industrial study tours, fieldwork training and occasional lectures from practicing professionals. Fieldwork training is undertaken after the end of the second semesters of the programme: Fieldwork training is supervised by the Instructors, who are aligned to students for guidance.

### **(c) Programme Modules:**

#### **Semester I**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>FUNDAMENTAL MODULES</b>		
GST 05101	Applied Mathematics	6
GST 05102	Communication Skills	6
<b>CORE MODULES</b>		
TST 05101	Railway Accident and Clearance Management	10
TST 05102	Rail Track Safety	10
TST 05103	Industrial Safety	8
TST 05104	Risk and Hazard Assessment	10
TST 05105	Field Practical Training	10
<b>TOTAL</b>		<b>60</b>

## Semester II

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 05201	Computer Application	6
GST 05203	Development studies	6
GST 05201	Computer Application	8
<b>CORE MODULES</b>		
TST 05201	Rail track Inspection and Maintenance	15
TST 05202	Railway Operations Safety Practices	15
TST 05203	Rolling Stock Safety	10
<b>TOTAL</b>		<b>60</b>

**Total Credits at NTA Level 5: 120 (Minimum credits required at Level 5:120)**

### **2.11.1.6 Ordinary Diploma in Transport Safety and Railway Accident Management (NTA Level 6)**

This Ordinary Diploma in Transport Safety and Railway Accident Management Involves Safety Officer.

#### **(a) Programme objectives**

Upon successful completion of the programme of Ordinary Diploma in Transport Safety and Railway Accident Management **(NTA Level 6)** graduates will be expected to have requisite competences to:

- (i) Oversee compliance to general safety rules and regulations on minimizing incidents and risks
- (ii) On occupational health and safety Monitor safety performance
- (iii) Manage the transportation safety and accidents.
- (iv) Perform administrative duties by communicate with staff and general public.
- (v) Manage safe trains operations.
- (vi) Carry out inspection of operations and commercial activities.

**(b) Mode of teaching**

The programme is taught through lectures, tutorial, practical and occasional lectures from respective department experts. Project Proposal is undertaken during the first semester and Project Implementation is undertaken during the second semester of the programme. Project work supervisors are assigned to accompany students for guidance.

**(c) Programme Modules**

**Semester I:**

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 06101	Railway Professional Ethics	4
GST 06102	Transport and Business Law	5
<b>CORE MODULES</b>		
TST 06101	Health and Safety Policy and Regulations.	7
TST 06102	Transportation of Dangerous Goods	7
TST 06103	Trains Safety Principles.	10
TST 06104	Railway Accident Investigation.	10
TST 06105	Project Proposal and Design.	7
RTT 06106	Field Practical Training	10
<b>TOTAL</b>		<b>60</b>

**Semester II**

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 06201	Supervisory Skills	5
<b>CORE MODULES</b>		
TST 06201	Railway Accident Management	7
TST 06202	Railway Track Safety Management	12
TST 06203	Risk and Incident Management.	10
TST 06204	Workshop Safety Management	8
TST 06205	Trains Safety Management.	10
TST 06206	Project Management	8
<b>TOTAL</b>		<b>60</b>

**Total Credits at NTA Level 6: 120 (Minimum credits required at Level 6:120)**

## **2.11.1.7 Basic Technician Certificate in Railway Transport Economics**

### **(NTA Level 4)**

This certificate involves Safety Clerks.

#### **(a) Programme objectives**

Upon successful completion of the programme of Basic Technician Certificate in Railway Transport Economics (NTA Level 4) graduates will be expected to have requisite competences to:

- (i) Forecasting demand for transport
- (ii) Handling of Passengers Tickets and Cargo
- (iii) Oversees Train Movement en-route
- (iv) Carrying out logistics operations and transport activities.
- (v) Handling of demand and supply practices.
- (vi) Carrying out basis of railway transport economics.

#### **(b) Mode of Teaching**

The programme is taught through lectures supplemented by seminar, group discussions, industrial study tours, field work training and occasional lectures from respective department experts. Field work training is undertaken after the end of the second semester of the programme. Field work supervisors are assigned to accompany students for guidance.

#### **(c) Programme Modules**

##### **Semester I:**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>FUNDAMENTAL MODULES</b>		
GST 04101	Basics of Business Mathematics	6
GST 04102	Basic Communication Skills	4
<b>CORE MODULES</b>		
RET 04101	Basics of Logistics and Transport	10
RET 04102	Basics of Coaching and Goods Accounting	10
RET 04103	Railway Acceptance and Delivery Procedures	10
RET 04104	Basics of International Trade Theory	10
RET 04105	Demand and Supply Practices	10
<b>Total Credits</b>		<b>60</b>

**Semester II:**

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 04201	Basics of Accounting	8
GST 04202	Basics of Computer Applications	6
GST 04203	Basics of Entrepreneurship Skills	6
<b>CORE MODULES</b>		
RET 04201	Basic Trains Working Systems and Railway Accident	10
RET 04202	Transport Pricing Practices	10
RET 04203	Basic Economic Principles	10
RET 04204	Basic Economics Principles	10
<b>Total Credit</b>		<b>60</b>

**Total Credits at NTA Level 4: 120 (Minimum credits required at Level 4:120)**

**2.11.1.8 Technician Certificate in Railway Transport Economics (NTA Level 5)**

**(a) Programme Objectives:**

Upon successful completion of the programme, graduates will be expected to have requisite competences to:

- (i) Forecasting demand and supply for transport.
- (ii) Cope with the concepts of economic change and the impacts on Growth.
- (iii) Carrying out logistics operations and transport activities.
- (iv) Perform effective occupational health and safety activities.
- (v) Carrying out railway transport operations activities.

**(b) Mode of Teaching:**

The programme is taught through lectures supplemented by group discussions, Industrial study tours, fieldwork training and occasional lectures from practicing professionals. Fieldwork training is undertaken after the end of the second semesters of the programme: Fieldwork training is supervised by the Instructors, who are aligned to students for guidance.

**(c) Programme Modules:**

**Semester I**

Module Code	Module Title	Credits
<b>FUNDAMENTAL MODULES</b>		
GST 05101	Business Mathematics	5
GST 05102	Communication Skills	5
GST 05103	Principles of Accounting	7
<b>Core Modules</b>		
RET 05101	Transport Economic Theory and Practices	15
RET 05102	Railway Operating Costs	10
RET 05103	Transport Logistics Management	8
RET 05104	Principles of Accounting	10
<b>Total</b>		<b>60</b>

**Semester II**

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 05201	Computer Applications	8
GST 05202	Development Studies	6
GST 05203	Computer Applications	7
<b>Core Modules</b>		
RET 05201	Railway Transport Operations	12
RET 05202	Principles of Coaching and Goods Accounting	12
RET 05203	Railway Transport Safety	15
<b>Total</b>		<b>60</b>

**Total Credits at NTA Level 5: 120 (Minimum credits required at Level 5:120)**

**2.11.1.9 Ordinary Diploma in Railway Transport Economics (NTA Level 6)**

This Ordinary Diploma in Transport Safety and Railway Accident Management Involves Safety Officer.

**(a) Programme objectives**

Upon successful completion of the programme of Ordinary Diploma in Railway Transport Economics (**NTA Level 6**) graduates will be expected to have requisite competences to:

- (i) Equip students with the ideas of railway transport planning

- (ii) Manage trains operations and logistics activities
- (iii) Manage proper decision for new rail projects
- (iv) Manage railway economics and planning
- (v) Handle railway accidents and incidents.
- (vi) Carrying out warehousing activities
- (vii) Conduct Project

**(b) Mode of teaching**

The programme is taught through lectures, tutorial, practical and occasional lectures from respective department experts. Project Proposal is undertaken during the first semester and Project Implementation is undertaken during the second semester of the programme. Project work supervisors are assigned to accompany students for guidance.

**(c) Programme Modules**

**Semester I:**

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06101	Railway Professional Ethics	5
GST 06102	Transport and Business Law	5
<b>Core Modules</b>		
RET 06101	Industrial Safety	6
RET 06102	Principles of Managerial Economics	10
RET 06103	Project Proposal and Design	8
RET 06104	Principles of Economics	8
RTT 06105	Warehousing Management	8
RET 06106	Field Practical Training	10
<b>Total</b>		<b>60</b>

**Semester II**

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06201	Supervisory Management	5
GST 06202	Customer Services Management	5
<b>Core Modules</b>		
RET 06201	Principles of Transport Economics	12
RET 06202	Railway Incidents Management	8
RET 06203	Railway Economic Planning	12
RET 06204	Terminal Management	6
RET 06205	Project Implementation	12
<b>Total</b>		<b>60</b>

## 2.11.1.10 List of Academic Staff in the Department of Transport Operations

### Mr. Damas A. Mwajanga

- Master of Science in Internal Transport and Logistics (UDSM)
- Postgraduate Diploma in Procurement and supply Chain Management (NIT)
- Advance Diploma in Freight Clearing and Forward (NIT)
- Diploma in Education (Monduli TTC)
- Certificate in Managing Technical Institution (NACTVET)
- Certificate in Strategic Planning, Effective Budgeting and Implementation (IRDP)
- Certificate in Dangerous Goods Training of Trainers (
- Certificate in Nautical Science (IMU)
- Certificate in Pedagogical Skills (NACTVET)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

### Said Hassani – Head of Department

- B.A Education (UDSM)
- Diploma in Rail Transportation (TIRTEC)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

### Edward Chezari

- Master's Degree in Strategic Human Resource Management (ISW)
- BA in Social Work (ISW)
- Diploma in Commonwealth Youth (OUT)
- Diploma in Rail Transportation (RATCO)
- Certificate in Clerical Course (RATCO)
- Certificate in Curriculum Development, Delivery and Assessment (NACTVET)

### Said Bashiru

- Bsc. General
- FTC Telecommunication
- Certificate Pedagogical
- Certificate Safety course
- Certificate Supervisory course
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

## **Leth Sanga**

- Masters of Human Resource Management (OUT)
- Bachelor of Education (Bed) - OUT
- Technician Certificate in Signal & Telecom (RATCO)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

### **2.11.2.0 Civil Engineering Department**

The Civil Engineering department offers different training programmes. The programmes are described below;

#### **2.11.2.1 Basic Technician Certificate in Rail Track Technology (NTA Level 4)**

##### **(a) Programme objectives**

Upon successful completion of the programme of Basic Technician Certificate in Rail Track Technology **(NTA Level 4)** graduates will be expected to have requisite competences to:

- Carryout routine maintenance of railway track and associated structures.
- Patrol of railway track.
- Carryout routine repair of railway track.

##### **(b) Mode of teaching.**

The programme is taught through lectures, tutorial, practical and occasional lectures from respective department experts. Field work training is undertaken after the end of the second semester of the programme. Field work supervisors are assigned to accompany students for guidance.

##### **(c) Programme Modules**

###### **Semester I:**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>Fundamental Modules</b>		
GST 04101	Basic Communication Skills.	5
GST 04102	Basic Mathematics.	6
<b>Core Modules</b>		
TTT 04101	Track Tools and Machines.	9
TTT 04102	Basic Earthworks and Drainages.	11
TTT 04103	Basic Permanent Way Materials Knowledge.	9

TTT 04104	Basic Railway Curves.	8
TTT 04105	Industrial Safety.	12
	<b>Total</b>	<b>60</b>

## Semester II

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 04201	Basic Computer Application.	5
GST 04202	Basic Entrepreneurship Skills.	5
<b>Core Modules</b>		
TTT04201	Basic Rail Track Maintenance.	10
TTT 04202	Basic Railway Accidents and Clearance.	10
TTT 04203	Geometrical Drawing.	7
TTT 04204	Basic Welding.	7
TTT 04205	Basics of Soil Science.	7
TTT 04206	Field Practical Training	9
	<b>Total</b>	<b>60</b>

**Total Credits at NTA Level 4: 120 (Minimum credits required at Level 4:120)**

### 2.11.2.2 Technician Certificate in Rail Track Technology (NTA Level 5)

#### (a) Programme objectives

The specific objectives of this programme of Technicians Certificate (NTA Level 5) are;

- (i) To perform troubleshooting management
- (ii) To perform design and modification
- (iii) To perform maintenance and repair of railway track
- (iv) To carry out supervisory activities
- (v) To conduct project

#### (b) Mode of teaching.

The programme is taught through lectures, tutorial, practical and occasional lectures from respective department experts. Field work training is undertaken after the end of the second semester of the programme. Field work supervisors are assigned to accompany students for guidance.

### (c) Programme Modules

#### Semester I:

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 05106	Communication Skills	8
GST 05107	Computer Applications	7
<b>Core Modules</b>		
TTT 05101	Plate Laying Technology	10
TTT 05102	Earthworks and Drainages	10
TTT 05103	Soil Science	9
TTT 05104	Track Safety Rules and Regulations	7
TTT 05105	Railway Curves	7
<b>Total Credits</b>		<b>58</b>

#### Semester II

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 05206	Applied Mathematics	8
GST 05207	Entrepreneurship	7
<b>Core Modules</b>		
TTT 05201	Trains Working and Push Trolley	7
TTT 05202	Geology for Civil Engineers	9
TTT 05203	Stores and Inventory Control	5
TTT 05204	Technical Drawing	6
TTT 05205	Track Inspection and Maintenance	10
TTT 05208	Field Practical Training	10
<b>Total Credits</b>		<b>62</b>

**Total Credits at NTA Level 5: 120 (Minimum credits required at Level 5:120)**

#### 2.11.2.3 Ordinary Diploma in Rail Track Technology (NTA Level 6)

##### (a) Programme objectives

The specific objectives of this programme of Ordinary Diploma (NTA Level 6) are;

- (i) To perform troubleshooting management
- (ii) To perform design and modification
- (iii) To perform maintenance and repair of railway track
- (iv) To carry out supervisory activities
- (v) To conduct project

**(b) Mode of teaching.**

The programme is taught through lectures, tutorial, practical and occasional lectures from respective department experts. Project Proposal and Design is undertaken during the first semester and Project Implementation is undertaken during the second semester of the programme. Project work supervisors are assigned to accompany students for guidance.

**(c) Programme Modules**

**Semester I:**

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06101	Applied Mathematics	8
GST 06107	Development Studies	7
GST 06108	Professional Ethics	8
<b>Core Modules</b>		
TTT 06102	Railway Track Renews	10
TTT 06103	Principles of Design and Construction	9
TTT 06104	Railway Standard Dimensions	6
TTT 06105	Railway Vertical Curves	6
TTT 06106	Project Proposal and Design	6
<b>Total Credits</b>		<b>60</b>

**Semester II**

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06206	Supervisory Management	7
<b>Core Modules</b>		
TTT 06201	Principles of Earthworks	8
TTT 06202	Track Connections	9
TTT 06203	Welded Railway Track	10
TTT 06204	Railway Accidents Management	8
TTT 06205	Mechanical Track Maintenance	9
TTT 06207	Project Implementation	10
<b>Total credits</b>		<b>62</b>

**Total Credits at NTA Level 6: 120 (Minimum credits required at Level 6:122)**

## **2.11.2.4 List of Academic Staff in the Department of Civil Engineering**

### **(a) Instructors**

#### **Eng. Faisal Ally Hinyika**

- Bachelor's Degree in. Civil Engineering (DIT)
- Ordinary Diploma in Civil Engineering (ATC)
- Certificate of Graduate Engineering Reg. No. GE442423 (ERB)

#### **Eng. Barnabas T. Barnabas**

- Bachelor's Degree in. Civil Engineering (DIT)
- Ordinary Diploma in Civil Engineering (ATC)
- Certificate of Graduate Engineering Reg. No. 15387 (ERB)

#### **Eng. Malugu Charles Malugu**

- Bachelor's Degree in. Civil Engineering (MUST)
- Ordinary Diploma in Civil Engineering (DIT)
- Certificate of Graduate Engineering Reg. No. GE293998 (ERB)

### **(b) Workshop Technician**

#### **Moses Modestus Magohagasenga**

- Permanent Way Inspector (RATCO)
- Sub-Permanent Inspector (RATCO)
- Safety Management Course for Operators (RATCO)
- Operation and Maintenance of Electrified Standard Gauge Railway Track, Train Systems and Rolling Stock (KOICA & KORAIL)

#### **Said Bashiru**

- Bsc. General
- FTC Telecommunication
- Certificate Pedagogical
- Certificate Safety course
- Certificate Supervisory course
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

## **Leth Sanga**

- Masters of Human Resource Management (OUT)
- Bachelor of Education (Bed) - OUT
- Technician Certificate in Signal & Telecom (RATCO)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

### **2.11.3.0 Electrical and Electronics Engineering Department**

This department offers one training programmes from NTA Level 4 to 6. The programme is mentioned and explained under sub - parts 2.12.3.1 and 2.12.3.3.

#### **2.11.3.1 Basic Technician Certificate in Electronics and Communication Engineering (NTA Level 4)**

##### **(a) Programme objectives**

The specific objectives of this programme of Basic Technicians Certificate (NTA Level 4) are;

- (i) To carry out routine maintenance of railway signals, telecommunication and electrification engineering.
- (ii) To carry out repairs of railway signals, telecommunication and electrification engineering structure under supervision.

##### **(b) Mode of teaching.**

The programme is taught through lectures, tutorial, practical and occasional lectures from respective department experts. Field work training is undertaken after the end of the second semester of the programme. Field work supervisors are assigned to accompany students for guidance.

##### **(c) Programme Modules**

###### **Semester I:**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>Fundamental Modules</b>		
GST 04101	Basic Computer Applications	6
GST 04102	Applied Mathematics	6
<b>Core Modules</b>		
ECT 04103	Workshop Technology	10
ECT 04104	Basic Electrical Engineering	9

ECT 04105	Analogy Electronics	10
ECT 04106	Telecommunication Principles	10
ECT 04107	Measurement and Instruments	9
	<b>Total credits</b>	<b>60</b>

## Semester II

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 04205	Basic Communication Skills	7
GST 04206	Basic Entrepreneurship	7
<b>Core Modules</b>		
ECT 04201	Electrical Installation	10
ECT 04202	Digital Electronics	8
ECT 04203	Electronic Drawing	8
ECT 04204	Basic Technical Drawing	10
ECT 04207	Field Practical Training	10
	<b>Total credits</b>	<b>60</b>

**Total Credits at NTA Level 4: 122 (Minimum credits required at Level 4:122)**

### 2.11.3.2 Technician Certificate in Electronics and Communication Engineering (NTA Level 5)

#### (a) Programme objectives

The specific objectives of this programme of Technicians Certificate (NTA Level 5) are;

- (i) To perform maintenance and repair of electronics and communication equipment
- (ii) To perform simple design and modification
- (iii) To interpret electronics and communication engineering technical drawings.
- (iv) To carry out supervisory activities
- (v) To conduct project

#### (b) Mode of teaching.

The programme is taught through lectures, tutorial, practical and occasional lectures from respective department experts. Field work training is undertaken after the end of the second semester of the programme. Field work supervisors are assigned to accompany students for guidance.

### (c) Programme Modules

#### Semester I:

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 05106	Calculus	7
GST 05107	Communication Skills	7
<b>Core Modules</b>		
ECT 05101	Colour Light Signaling	9
ECT 05102	Transmission Line and Antenna	9
ECT 05103	Switching Systems	9
ECT 05104	Magnetism	9
ECT 05105	Electronics Systems CAD	10
<b>Total credits</b>		<b>60</b>

#### Semester II

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 05205	Introduction to Computer Programming	6
GST 05206	Entrepreneurship Development	6
<b>Core Modules</b>		
ECT 05201	Radio Communication	6
ECT 05202	Modulation and Demodulation Principles	8
ECT 05203	Electronics Circuits Fabrication	8
ECT 05204	Power Electronics	8
ECT 05205	Electronics Amplifiers	8
ECT 05208	Industrial Practical Training	10
<b>Total credits</b>		<b>60</b>

**Total Credits at NTA Level 5: 120 (Minimum credits required at Level 5:120)**

#### 2.11.3.3 Ordinary Diploma in Electronics and Communication Engineering (NTA Level 6)

#### (a) Programme objectives

The specific objectives of this programme of Ordinary Diploma (NTA Level 6) are;

- (i) To perform troubleshooting management
- (ii) To perform design and modification
- (iii) To perform maintenance and repair of equipment
- (iv) To carry out supervisory activities
- (v) To conduct project

**(b) Mode of teaching.**

The programme is taught through lectures, tutorial, practical and occasional lectures from respective department experts. Project Proposal and Design is undertaken during the first semester and Project Implementation is undertaken during the second semester of the programme. Project work supervisors are assigned to accompany students for guidance.

**(c) Programme Modules****Semester I:**

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06105	Probability, Statistics and Linear Programming	6
GST 06106	Development Studies	6
GST 06107	Professional Ethics	6
<b>Core Modules</b>		
ECT 06101	Data Communication	8
ECT 06102	Digital Networks	8
ECT 06103	Industrial Automation	8
ECT 06104	Railways Control Systems	8
ECT 06108	Project Proposal and Design	10
<b>Total credits</b>		<b>60</b>

**Semester II**

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06206	Supervisory Management	6
<b>Core Modules</b>		
ECT 06201	Television Technology	8
ECT 06202	Power Plant	9
ECT 06203	Radar and Navigation Aides	10
ECT 06204	Satellite Communication	9
ECT 06205	Principles of CCTV System	8
ECT 06208	Project Implementation	10
<b>Total credits</b>		<b>60</b>

**Total Credits at NTA Level 6: 120 (Minimum credits required at Level 6:122)**

## 2.11.3.4 List of Academic Staff in the Department of Electrical and Electronics Engineering

### (a) Instructors

#### Chuki S. Kabua

- Bachelor of Electronics and Telecommunications Engineering (DIT)
- Full Telecommunication Technician (RATCO)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)
- Certificate in Pedagogical Skills (Morogoro TTC)
- Certificate in Railway Control System Engineering (TCDD & raysimas)

#### Eng. David R. Msusa

- Bachelor of Electronics and Telecommunications Engineering (DIT)
- Professional Certificate of Engineering Reg. No. 6651(ERB)
- Certificate of Railway Control Systems Engineering (TCDD)
- Certificate of Railway Telecom Systems (TCDD)

#### Leth Sanga

- Masters of Human Resource Management (OUT)
- Bachelor of Education (Bed) - OUT
- Technician Certificate in Signal & Telecom (RATCO)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

#### Said Bashiru

- Bsc. General
- FTC Telecommunication
- Certificate Pedagogical
- Certificate Safety course
- Certificate Supervisory course
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

## **2.11.4.0 Mechanical Engineering Department**

The Mechanical Engineering department offers one training programme. The programmes are described below:

### **2.11.4.1 Basic Technician Certificate in Carriage and Wagon Mechanical Technology (NTA Level 4)**

#### **(a) Program Objectives**

This programme is aimed towards producing innovative, creative and flexible graduates, who will cope-up with dynamic changes of technology and social economic needs. To enhance this philosophy, the programme is designed and developed such that graduates will be able;

- (i) To carry repairs of Carriage and Wagon
- (ii) To perform simple Carriage and Wagon fittings.
- (iii) To perform Carriage and Wagon minor faults finding

#### **(b) Mode of Teaching**

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken after the end of the second semester of the programme. Field work supervisors are assigned to accompany students for guidance.

#### **(c) Programme Modules**

##### **Semester I**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>Fundamental Modules</b>		
GST 04101	Algebra and Trigonometry	7
GST 04102	Communication Skills	7
<b>Core Modules</b>		
MET04101	Geometrical Drawing	8
MET04102	Welding and Metal Fabrication Principles	10
MET 04103	Workshop Technology	10
MET 04104	Carriage and Wagon Technology	9
MET 04105	Material Technology	9
<b>Total credits</b>		<b>60</b>

## Semester II

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 04201	Differentiation and Integration	7
GST 04202	Computer Applications	5
<b>Core Modules</b>		
MET 04201	Technical Drawing	8
MET 04202	Welding and Metal Fabrication	10
MET 04203	Engineering Measurement and Instrumentation	7
MET 04204	Engineering Science	7
MET 04205	Basics of Electrical and Electronics Engineering	6
MET 04206	Industrial Practical Training	10
<b>Total credits</b>		<b>60</b>

**Total Credits at NTA Level 4: 120 (Minimum credits required at Level 4:120)**

### 2.11.4.2 Technician Certificate in Carriage and Wagon Mechanical Technology (NTA Level 5)

#### (a) Program Objectives

This programme is aimed towards producing innovative, creative and flexible graduates, who will cope-up with dynamic changes of technology and social economic needs. To enhance this philosophy, the programme is designed and developed such that graduates will be able:

- (i) To carry repairs of Carriage and Wagon.
- (ii) To perform simple Carriage and Wagon fittings.
- (iii) To perform Carriage and Wagon minor faults finding

#### (b) Mode of Teaching.

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken after the end of the second semester programme. Field work supervisors are assigned to students for guidance.

### (c) Programme Modules

#### Semester I

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 05101	Basics of Computer Programming	5
GST05102	Coordinate Geometry and Differential Equations	5
<b>Core Modules</b>		
MET 05101	Power Transmission	7
MET 05102	Hydraulic and Pneumatics	7
MET 05103	Engineering Drawings	7
MET 05104	Basic Machine Elements	7
MET 05105	Carriages and Wagons Electrical Systems	6
MET 05106	Industrial Practical Training	10
MET 05107	Basic Electrical Machines	6
<b>Total credits</b>		<b>60</b>

#### Semester II

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 05201	Complex Numbers & Vectors	6
<b>Core Modules</b>		
MET 05201	Engine Maintenance	12
MET 05202	Foundry and Metal Forming	10
MET 05203	Machining process	10
MET 05204	Compressed Air system	12
MET 05205	Carriages and Wagons Maintenance	10
<b>Total credits</b>		<b>60</b>

**Total Credits at NTA Level 5: 120 (Minimum credits required at Level 5:120)**

#### 2.11.4.3 Ordinary Diploma in Carriage and Wagon Mechanical Technology (NTA Level 6)

#### (a) Programme Objectives

The programme is aimed towards producing innovative, creative and flexible graduates, who will cope-up with dynamic changes of technology and social economic needs. To enhance this philosophy, the programme is designed and developed such that graduates will be able:

- (i) Assist mechanical engineers with mechanical design and maintenance tasks.
- (ii) Ensure high level technical support to lower-level technicians
- (iii) Handle simple and complex heavy industrial equipment
- (iv) Handle time accounting and complete work order
- (v) Training co-workers on the safe and efficient use of mechanical machinery and equipment

**(b) Mode of Teaching.**

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken after the end of the second semester programme. Field work supervisors are assigned to students for guidance.

**(c) Programme Modules**

**Semester I**

Module code	Module title	Credits
<b>Fundamental Module</b>		
GST 06102	Professional Ethics	5
<b>Core Modules</b>		
MET 06101	Industrial Control Systems	7
MET 06102	Introduction to CAD	7
MET 06103	Machine Element Design	7
MET 06104	Fundamentals of Refrigeration	7
MET 06105	Project Data Collection	10
MET 06106	Industrial Practical Training	10
GST 06101	Linear Programming, Statistics and Probability	7
<b>Total credits</b>		<b>60</b>

**Semester II**

Module Code	Module Title	Credits
<b>Fundamental Module</b>		
GST 06202	Industrial Accidents and Prevention	7
GST 06203	Development Studies	6
<b>Core Modules</b>		
MET 06201	Carriage and Wagon Operations	10
MET 06202	Fundamentals of Air Conditioning	10
MET 06203	Maintenance Management	10
MET 06204	Project Design and Analysis	10
GST 06201	Principles of Management	7
<b>Total credits</b>		<b>60</b>

**Total Credits at NTA Level 6: 120 (Minimum credits required at Level 6:120)**

## 2.11.4.3 List of Academic Staff in the Department of Mechanical Engineering

### (a) Instructors

Eng. Nebiot Stanslaus

- Bachelor's Degree in Mechanical Engineering – (DIT)
- Ordinary Diploma in Mechanical Engineering (ATC)
- Certificate of Graduate Engineering Reg. No. GE773564 (ERB)

### (b) Workshop Technician

**Tenene B. Mwambungu**

- Class I in Carriage and Wagon Technology – (TIRTEC)
- Class II in Carriage and Wagon Technology – (TIRTEC)
- Class III in Carriage and Wagon Technology – (TIRTEC)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

**Musa M. Yassin**

- Class I in Carriage and Wagon Technology (TIRTEC)
- Class II in Carriage and Wagon Technology (TIRTEC)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

**Andrea Bakari**

- Ordinary Diploma in Mechanical Engineering (AIT)

**Said Bashiru**

- Bsc. General
- FTC Telecommunication
- Certificate Pedagogical
- Certificate Safety course
- Certificate Supervisory course
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

## **Leth Sanga**

- Masters of Human Resource Management (OUT)
- Bachelor of Education (Bed) - OUT
- Technician Certificate in Signal & Telecom (RATCO)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

### **2.11.5.0 Electrical Engineering Department**

This department offers one training programmes from NTA Level 4 to 6. The programme is mentioned and explained under sub - parts 2.12.5.1 and 2.12.5.3.

### **2.12.5.1 Basic Technician Certificate in Locomotive Electrical Technology (NTA Level 4)**

#### **(a) Program Objectives**

The specific objectives of this Programme Basic Certificate in Locomotive Electrical Technology (NTA Level 4) are;

- (i) To carryout minor repairs of Locomotives Electrical Technology.
- (ii) To perform simple electrical fittings.
- (iii) To perform locomotive minor electrical troubleshooting.
- (iv) To perform routine maintenance and services (A and B)

#### **(b) Mode of Teaching**

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken after the end of the second semester programme. Field work supervisors are assigned to students for guidance.

#### **(c) Programme Modules**

##### **Semester I**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>Fundamental Module</b>		
GST 04101	Algebra and Trigonometry	7
GST 04102	Communication Skills	6
<b>Core Modules</b>		
EET 04101	Electrical Engineering	10
EET 04102	Electrical Installation	10

EET 04103	Geometrical Drawing	9
EET 04104	Workshop Technology	9
EET 04105	Locomotive Superstructure	9
<b>Total Credits</b>		<b>60</b>

## **Semester II**

Module Code	Module Title	Credits
<b>Fundamental Module</b>		
GST 04201	Differentiation and Integration	7
GST 04202	Computer Applications	7
<b>Core Modules</b>		
EET 04201	Analogue Electronics	10
EET 04202	Digital Electronics	10
EET 04203	Engineering Measurement and Instruments	10
EET 04204	Technical Drawing	9
EET 04205	Locomotive Bogies	7
<b>Total Credits</b>		<b>60</b>

**Total Credits at NTA Level 4: 120 (Minimum credits required at Level 4:120)**

### **2.12.5.2 Technician Certificate in Locomotive Electrical Technology (NTA 5)**

#### **(a) Programme Objectives**

The specific objectives of this Programme include; -

- (i) To carryout electrical maintenance and repair locomotives
- (ii) To perform electrical fittings
- (iii) To perform simple design and modifications in locomotive electrical systems
- (iv) To perform troubleshooting in electrical systems
- (v) To conduct projects

#### **(b) Mode of Teaching**

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken at the end of the first and second semesters programme. Field work supervisors are assigned to students for guidance.

### (c) Programme Modules

#### Semester I:

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 05101	Computer Programming	6
GST 05102	Coordinate Geometry and Differential Equations	6
GST 05103	Entrepreneurship and Development	6
<b>Core Modules</b>		
EET 05101	DC Machines	9
EET 05102	Locomotive Electrical and Electronics Systems	9
EET 05103	Electromagnetism	7
EET 05104	Power Plants	7
EET 05105	Industrial Practical Training	10
<b>Total Credits</b>		<b>60</b>

#### Semester II:

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 05201	Complex Numbers & Vectors	7
<b>Core Modules</b>		
EET 05201	AC Machines	10
EET 05202	Locomotive Electrical Operations	9
EET 05203	Power Electronics	9
EET 05204	Electrical Power Utilization	9
EET 05205	Computer Aided Design	7
EET 05206	Control System Engineering	9
<b>Total Credits</b>		<b>60</b>

**Total Credits at NTA Level 5: 120 (Minimum credits required at Level 5:120)**

#### 2.11.5.3 Ordinary Diploma in Locomotive Electrical Technology (NTA Level 6)

#### (a) Program Objectives

The specific objectives of the programme of Ordinary Diploma in Locomotive Technology (NTA Level 6) are:

- (i) To perform troubleshooting management

- (ii) To perform locomotive overhaul
- (iii) To perform supervisory activities
- (iv) To conduct design and modification
- (v) To conduct research and
- (vi) To plan staff activities

**(b) Mode of Teaching**

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken at the end of the first and second semesters programme. Field work supervisors are assigned to students for guidance.

**(c) Programme Modules**

**Semester I:**

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06101	Linear Programming, Statistics and Probability	7
GST 06102	Professional Ethics	6
<b>Core Modules</b>		
EET 06101	Electrical Transmission and Distribution	9
EET 06102	Industrial Automation	9
EET 06103	Electrical Power Drives	9
EET 06104	Project Proposal and Design	10
EET 06105	Industrial Practical Training	10
<b>Total Credits</b>		<b>60</b>

**Semester II:**

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06201	Principles of Management	6
GST 06202	Industrial Safety	6
<b>Core Modules</b>		
EET 06201	Power Protection	8
EET 06202	Electrical Maintenance	5

EET 06203	Renewable Energy	10
EET 06204	Electrical Machines Rewinding	7
EET 06205	Project Implementation	10
EET 06206	Refrigeration and Air condition	5
<b>Total Credits</b>		<b>67</b>

**Total Credits at NTA Level 6: 120 (Minimum credits required at Level 6 is 120)**

#### **2.11.5.4 List of Academic Staff in the Department of Electrical Engineering Instructors**

##### **Eng. Hendry Joseph Mlingi**

- B.Eng in Electrical & Electronics – St. Joseph University College of Engineering and Technology (SJCET)
- Certificate of Graduate Engineering Reg. No. 10777 (ERB)
- Certificate in Pedagogical Skills (Morogoro TTC)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

##### **Eng. Musa Samwel Sima**

- B.Eng. in Electronics and Telecommunication (D.I.T)
- Certificate of Graduate Engineering Reg. No. 11365 (ERB)
- Certificate in Rail Control System Engineering (Raysimas & TCDD) – SGR
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

##### **Eng. Lugano David Munga**

- B.Sc in Electrical Engineering (SAUT)

##### **Eng. Peter Batazaly Manyanda – Instructor**

- Bsc. Mechanical Engineering – (UDSM)

##### **Monica Francis Kayenzi**

- MBA (Marketing & Entrepreneurship) (Tumaini University)
- BBA (Marketing Management) (Tumaini University)
- Computer Certificate (VETA)
- Technical Teacher Certificate Award (NACTE)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

### **David Kisanga**

- Master of Education in Education Planning and Administration (SAUT)
- MBA Finance and Corporate Management (SAUT)
- B.Ed in Mathematics – Tumaini University
- Diploma in Education (Physics & Mathematics) (TTC Monduli)
- Certificate in Curriculum Development, Delivery and Assessment (NACTVET)

### **2.12.6.0 Mechanical Engineering Department**

This department offers two training programmes from NTA Level 4 to 6. The programme is mentioned and explained under sub - parts 2.12.6.1 and 2.12.6.3.

#### **2.12.6.1 Basic Technician Certificate in Locomotive Mechanical Technology (NTA Level 4)**

##### **(a) Programme Objectives**

The specific objectives of the Programme Locomotive Mechanical Technology (NTA 6) are;

- (i) Assist mechanical engineers with mechanical design and maintenance tasks.
- (ii) Ensure high level technical support to lower-level technicians
- (iii) Handle simple and complex heavy industrial equipment
- (iv) Handle time accounting and complete work order
- (v) Training co-workers on the safe and efficient use of mechanical machinery and equipment.

##### **(b) Mode of Teaching**

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken after the end of the second semester programme. Field work supervisors are assigned to students for guidance.

### (c) Programme Modules

#### Semester I

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 04101	Algebra and Trigonometry	6
GST 04102	Communication Skills	6
<b>Core Modules</b>		
MET 04101	Geometrical Drawing	10
MET 04102	Welding and Metal Fabrication Principles	10
MET 04103	Workshop Technology	10
MET 04104	Locomotive Superstructure	12
MET 04105	Engineering Science	6
<b>Total Credits</b>		<b>60</b>

#### Semester II

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 04201	Differentiation and Integration	9
GST 04202	Computer Applications	6
<b>Core Modules</b>		
MET 04201	Technical Drawing	9
MET 04202	Welding and Metal Fabrication	9
MET 04203	Locomotive Bogies	10
MET 04204	Engineering Measurement and Instrumentation	9
MET 04205	Electrical and Electronics Engineering	8
<b>Total Credits</b>		<b>60</b>

**Total Credits at NTA Level 4: 120 (Minimum credits required at Level 4 is 120)**

#### 2.12.6.2 Technician Certificate in Locomotive Mechanical Technology (NTA Level 5)

##### (a) Objectives of the Programme

Upon successful completion of the programme, graduates will be expected to have requisite competences to:

- (i) Maintenance and repair of Mechanical equipment.
- (ii) Perform simple design and modification.

(iii) Interpret Engineering drawings.

(iv) Conduct project

### **(b) Mode of Teaching**

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken after the end of the second semester programme. Field work supervisors are assigned to students for guidance.

### **(c) Programme Modules**

#### **Semester I**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>Fundamental Modules</b>		
GST05101	Computer Programming	6
GST05102	Coordinate Geometry and Differential Equations	6
GST 05103	Entrepreneurship and Development	6
<b>Core Modules</b>		
MET 05101	Locomotive Power Transmission	7
MET 05102	Hydraulic and Pneumatics	6
MET 05103	Engineering Drawings	7
MET 05104	Machine Elements	6
MET 05107	Electrical Machines	6
MET 05105	Industrial Practical Training	10
<b>Total credits</b>		<b>60</b>

#### **Semester II**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>Fundamental Module</b>		
GST05201	Complex Numbers & Vectors	7
<b>Core Modules</b>		
MET 05201	Engine Maintenance	12

MET 05202	Foundry and metal forming	10
MET 05203	Machining process	10
MET 05204	Compressed Air system	12
MET 05205	Locomotive Electrical and Electronics System	9
<b>Total credits</b>		<b>60</b>

**Total Credits at NTA Level 5: 120 (Minimum credits required at Level 5 is 120)**

### **2.12.6.3 Ordinary Diploma in Locomotive Mechanical Technology (NTA Level 6)**

#### **(a) Objectives of the Programme**

The specific objectives of the Programme Locomotive Mechanical Technology (NTA 6) are;

- (i) Assist mechanical engineers with mechanical design and maintenance tasks.
- (ii) Ensure high level technical support to lower-level technicians
- (iii) Handle simple and complex heavy industrial equipment
- (iv) Handle time accounting and complete work order
- (v) Training co-workers on the safe and efficient use of mechanical machinery and equipment.

#### **(b) Mode of Teaching**

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken after the end of the second semester programme. Field work supervisors are assigned to students for guidance.

#### **(c) Programme Modules**

##### **Semester I**

<b>Module code</b>	<b>Module title</b>	<b>Credits</b>
<b>Fundamental Modules</b>		
GST 06101	Linear Programming, Statistics and Probability	6
GST 06102	Professional Ethics	6
<b>Core Modules</b>		
MET 06101	Industrial Control Systems	6
MET 06102	Computer Aided Design	8

MET 06103	Machine Element Design	6
MET 06104	Refrigeration System	10
MET 06105	Project Data Collection	9
MET 06106	Industrial Practical Training	9
<b>Total credits</b>		<b>60</b>

## Semester II

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06201	Principles of Management	9
GST 06202	Industrial Accidents and Prevention	9
<b>Core Modules</b>		
MET 06201	Production Technology	10
MET 06202	Air Conditioning System	10
MET 06203	Maintenance Management	10
MET 06204	Project Design and Analysis	12
<b>Total Credits</b>		<b>60</b>

**Total Credits at NTA Level 6: 120 (Minimum credits required at Level 6 is 120)**

### 2.11.7.1 Technician Certificate in Locomotive Driving Technology (NTA Level 5)

#### (a) Objectives of the Programme

The specific objectives of the Programme Locomotive Driving Technology are to;

- (i) Assist mechanical engineers with mechanical design and maintenance tasks.
- (ii) Ensure high level technical support to lower-level technicians
- (iii) Handle simple and complex heavy industrial equipment
- (iv) Handle time accounting and complete work order
- (v) Training co-workers on the safe and efficient use of mechanical machinery and equipment

#### (b) Mode of Teaching

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken after the end of the second semester programme. Field work supervisors are assigned to students for guidance.

**(c) Programme Modules**

**Semester I**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>Fundamental Modules</b>		
GST 05101	Algebra and Trigonometry	7
GST 05102	Communication Skills	7
<b>Core Modules</b>		
LDT 05101	Locomotive Superstructure	10
LDT 05102	Carriages and Wagons Technology	9
LDT 05103	Power Transmission	9
LDT 05104	Railways Rolling Stock Technology	10
LDT 05105	Signal Aspects	8
<b>Total Credits</b>		<b>60</b>

**Semester II**

<b>Module Code</b>	<b>Module Title</b>	<b>Credits</b>
<b>Fundamental Module</b>		
GST 05201	Computer Applications	7
GST 05202	Entrepreneurship	7
<b>Core Modules</b>		
LDT 05201	Engineering Measurement and Instrumentation	9
LDT 05202	Locomotive Bogie Maintenance	10
LDT 05203	Pneumatic System	10
LDT 05204	Electrical Engineering	9
LDT 05205	Radio Communication	8
<b>Total Credits</b>		<b>60</b>

**Total Credits at NTA Level 5: 120 (Minimum credits required at Level 5 is 120)**

## 2.12.6.3 Ordinary Diploma in Locomotive Driving Technology (NTA Level 6)

### (a) Objectives of the Programme

The specific objectives of the Programme Locomotive Driving Technology (NTA 6) are;

- (i) Manage to drive all rolling stocks especially locomotives..
- (ii) Ensure handling of minor fault of locomotives
- (iii) Handle simple and complex heavy industrial equipment
- (iv) Handle time accounting and complete work order
- (v) Training co-workers on the safe and efficient use of mechanical machinery and equipment

### (b) Mode of Teaching

The programme is taught through lectures, laboratory work, tutorial, workshop practical, assignments and occasional lectures from practicing professionals. Field work training is undertaken after the end of the second semester programme. Field work supervisors are assigned to students for guidance.

### (c) Programme Modules

#### Semester I

Module Code	Module Title	Credits
<b>Fundamental Modules</b>		
GST 06101	Principles of Management	5
GST 06102	Risk Management	6
GST 06103	Railway Professional Ethics	5
<b>Core Modules</b>		
LDT 06101	General Rules	7
LDT 06102	General Appendix	7
LDT 06103	Main Line and Shunting Driving Skills	10
LDT 06104	Heavy Equipment Operations	10
LDT 06106	Industrial Practical Training	10
<b>Total Credits</b>		<b>60</b>

## Semester II

Module Code	Module Title	Credits
<b>Core Modules</b>		
LDT 06201	General Rules & General Appendix Applications	10
LDT 06202	Locomotive Shunting Operations	15
LDT 06203	Locomotive Mainline Operations	15
LDT 06204	Carriages and Wagons Operations	10
MET 06105	Points Operations and Signal Aspects	10
<b>Total credits</b>		<b>60</b>

**Total Credits at NTA Level 6: 120 (Minimum credits required at Level 6 is 120)**

### 2.12.6.4 List of Academic Staff in the Department of Mechanical Engineering

#### Eng. Nebiot Stanslaus

- Bachelor's Degree in Mechanical Engineering – (DIT)
- Ordinary Diploma in Mechanical Engineering (ATC)
- Professional Certificate of Engineering Reg. No. GE773564 (ERB)

#### Eng. Peter B. Manyanda

- Bachelor's Degree of Science in Mechanical Engineering – (UDSM)
- Professional Certificate of Engineering Reg. No. 11005 (ERB)

#### Emmanuel S. Duttu

- Certificate in Main Line Locomotive Driver (RATCO)
- Certificate of Diesel Fitter Mechanical Class I (RATCO)
- Certificate of Motor Vehicle (VETA)
- Certificate of Shunter Locomotive Driver (RATCO)
- Certificate in Pedagogical Skills (Morogoro TTC)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)

#### Thadei Uhwelo

- Full Technician Certificate in Mechanical Engineering (DIT)
- Certificate in Main Line Locomotive Driver (RATCO)
- Certificate of Diesel Fitter Mechanical Class I (RATCO)
- Certificate of Shunter Locomotive Driver (RATCO)
- Certificate in Pedagogical Skills (Morogoro TTC)
- Certificate in Curriculum Development, Delivery & Assessment (NACTVET)

**Monica Francis Kayenzi**

- MBA (Marketing & Entrepreneurship) (Tumaini University)
- BBA (Marketing Management) (Tumaini University)
- Computer Certificate (VETA)
- Technical Teacher Certificate Award (NACTE)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

**David Kisanga**

- Master of Education in Education Planning and Administration (SAUT)
- MBA Finance and Corporate Management (SAUT)
- B.Ed in Mathematics – Tumaini University
- Diploma in Education (Physics & Mathematics) (TTC Monduli)
- Certificate in Curriculum Development, Delivery and Assessment (NACTVET)

**2.12.7.0 General Studies Department**

The General Studies Department is responsible with facilitating fundamental modules for both Tabora campus and Morogoro Campus;

**2.12.7.1 List of Staff at the General Study Modules****Leth Sanga**

- Masters of Human Resource Management (OUT)
- Bachelor of Education (Bed) - OUT
- Technician Certificate in Signal & Telecom (RATCO)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

**Monica Francis Kayenzi**

- MBA (Marketing & Entrepreneurship) (Tumaini University)
- BBA (Marketing Management) (Tumaini University)
- Computer Certificate (VETA)
- Technical Teacher Certificate Award (NACTE)
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

**Said Bashiru**

- Bsc. General
- FTC Telecommunication
- Certificate Pedagogical
- Certificate Safety course
- Certificate Supervisory course
- Certificate in Curriculum Development, Assessment and Delivery (NACTVET)

**David Kisanga**

- Master of Education in Education Planning and Administration (SAUT)
- MBA Finance and Corporate Management (SAUT)
- B.Ed in Mathematics – Tumaini University
- Diploma in Education (Physics & Mathematics) (TTC Monduli)
- Certificate in Curriculum Development, Delivery and Assessment (NACTVET)

**2.12. 7 List of Non – Academic Staff****Administrative Officer**

Happy Obeid

- Personnel Certificate - (TIRTEC)

**Bursar****Ms. Yuster Gadaulyo**

- Diploma in Accounting and Finance

**Assistant Librarian I****Rebeca Kingu**

- Bachelor of Library Information Management (SAUT)
- Diploma in Library Archives and Documentation Studies (SAUT)
- Certificate in Library Studies (SAUT)

**Assistant Librarian II****Tausi F. Domician**

- Ordinary Diploma in Library and Information Studies (SAUT)

**Personal Secretary****Shani S. Omari**

- Technician Certificate in Secretarial Studies - NTA Level 5 (TPSC)
- Basic Technician Certificate in Secretarial Studies – NTA Level 4 (TPSC)

**Diana Amandusi**

- Certificate in Secretarial Studies

**Office Assistant II****Catherine I. Casmiry**

- Certificate in Computer Application
- Certificate in Library

**Sagida J. Masunga**

- Certificate in Information Technology
- Basic Driving Certificate

**Stephene Mbembele**

- Form Four Certificate

**Asmin Ismail**

- Form Four Certificate

**Driver****David Luoga**

- Certificate of Public Service Vehicles (Passengers) Driving programme
- Basic Driving Certificate

**2.13.0 The Administration Departments/Units:****2.13.1 Personnel & Administration Department.**

Serves the Institute in the provision of following services:

- (a) Staff Training
- (c) Secretarial
- (d) Security
- (e) Staff Welfare
- (f) Registry
- (g) Maintenance

### **2.13.2 Accounts Section.**

This section has three sub - sections under it; that is Accounts, Supplies and Stores. The role of this section includes the provision of:

- (a) Production of financial reports.
- (b) Production of final accounts, payments of Causal workers and other benefits.
- (c) Collection of fees and other charges.
- (d) Purchasing, storage and issuance of supplies.

### **2.13.3 Students Welfare Department**

The department of students' welfare is responsible for all activities connected with students' social welfare. This includes student counselling, accommodation, sports and student's general welfare.

### **2.13.4 Estates Unit**

This department is responsible for estates management, landscaping and land use planning. These activities are performed at Tanzania Railways Corporation (TRC) headquarter under estate unit.

### **2.13.5 Planning Unit.**

This unit is responsible for coordinating and supervising implementation of the Institute's strategic plan, initiating other activities for the improvement and betterment of the Institute and formulating fund raising strategies. These planning activities are initiated by the Institute and submitted to the TRC management under Planning and Investment department.

## CHAPTER THREE

### 3.0 EXAMINATION RULES AND REGULATIONS

#### 3.1 Background

The Tanzania Institute of Rail (TIRTEC) was established in 1947. It is fully accredited by the National Council for Technical and Vocational Education and Training (NACTVET) with the certificate of registration number REG/EOS/012 of 2008 for Tabora main Campus and REG/SAT/044 of 2019 for Morogoro Campus. The institute is fully accredited by NACTVET to conduct Basic Technician Certificate and Ordinary Diploma programmes.

Detailed herein are the Examination Rules and Regulations, Assessment System and Examination Approval Procedures. Also it includes the Grading System and Conditions for Awards. The rules and regulations are meant to inform stakeholders, academic staff, students and other interested parties on how the Institute conducts its examinations, assessment and conditions for awards.

#### 3.2.0 APPLICATION OF EXAMINATION RULES AND REGULATIONS

##### 3.2.1 Statutory Examination Mandate

The Institute has the mandate to make the examination rules and regulations governing the conduct of its programmes and grant appropriate awards as empowered by the Institute Advisory Board.

##### 3.2.2 Primacy of the Institute Examination Rules and Regulations,2022

The Institute examination rules and regulations take precedence over any other rules and regulations including those of external institution and /or professional bodies.

##### 3.2.3 Application of Examination Rules and Regulations

The examination rules and regulations sets the course of actions to be pursued by the Institute on all matters related to examination conduct and its awards. The rules and regulations apply to programmes leading to the qualifications under National Technical Awards (NTA) from level four (4) to level six (6). All candidates by virtue of being registered as students at the Institute are expected to be conversant with the examination rules and regulations and agree to abide in totality.

### **3.2.4 Registration of Modules**

- (a) Registration of modules per semester shall be subject to payment of tuition fee and fulfilling any other obligations.
- (b) At the start of each semester of any programme of study, each student shall be required to register for the required core and non-core modules as would be directed by respective heads of department.
- (c) Non-core modules shall be registered at the department offering the modules and be endorsed by the head of department conducting the programme of study. Each candidate shall be examined in all modules registered for.

### **3.2.5 Examination Components**

- (a) The module examination shall have two components. The components are continuous assessment (CA) and end of semester examination (SE).
- (b) There shall be a written examination and where the module demands otherwise, a practical or oral examination shall be administered to serve as end of semester examination.
- (c) The examination shall be conducted on such dates and at such time as would be determined by the Institute. End of semester examination would be conducted during the last two weeks of the semester and the duration for end of semester theory examinations shall be at least two hours and at most two hours and a half for NTAs 4 – 5, two and half hours and at most three hours for NTA 6.
- (d) Special and supplementary examinations shall be conducted as shown in the Academic Calendar.
- (e) A student shall be promoted to continue with studies to the next NTA Level after have completed a specific NTA Level in the course pursued and he has passed all modules offered in that particular NTA Level.

## CHAPTER FOUR

### 4.0 STUDENT'S ELIGIBILITY FOR EXAMINATIONS AND POSTPONEMENT

#### 4.1 Eligibility for Semester Examination

- (a) No candidate shall be eligible for any semester examination in any module unless the head of department/institute has been satisfied that, the candidate:-
  - (i) Has attended at least 75% of lessons and practical time allocated;
  - (ii) Has done Continuous Assessment and acquired the required grade or score to sit for an end of Semester examination;
  - (iii) Has paid all fees, deposits and any other charges due to semester examinations;
  - (iv) He has a valid Identity Card of TIRTEC;
  - (v) Has valid examination number slip of TIRTEC where applicable;
  - (vi) He is not barred by any lawful order or any other law from sitting for the Examination;
- (b) When a candidate who has been barred in accordance with regulation 3.1 (a) (i - vi) of Institute Examination Rules and Regulations, 2022 sits for the end of semester examination, his end of semester examinations results of that particular module shall be declared null and void.
- (c) The concerned facilitator shall report to the Head of Department prior to the start of the examination session all the students who do not qualify for the end of semester examination on the basis of Rule 3.1 (a) (i and ii) of Institute Examination Rules and Regulations, 2022
- (d) The Head of Department shall submit a report described in sub rule (c) above to the Deputy Principal – Academic, Research and Consultancy who shall in turn submit it to the Principal prior to the commencement of end of semester examinations.
- (e) Postponement of studies for compelling reasons shall be channelled through the Dean of students, respective Head of Department then to the Registrar. The student's application for postponement shall reach the Principal one month before commencement of semester examinations. Postponement of studies shall be granted by the Principal.
- (f) The student who postponed studies (e) above and has incomplete CA in more than half of the modules in a given semester, he shall be liable to study afresh all

modules in the subsequent semester in a given academic year.

(g) The student who postponed studies (e) above and has incomplete CA such that he did not sit for one or more components of CA in some modules even if he has achieved to get minimum pass in CA, he shall be remarked incomplete in the given module and he shall be liable to study afresh that module(s) in the subsequent semester in a given academic year.

(h) Candidate(s) with compelling reasons may be granted permission to be absent from classroom attendance or end of semester examination by the Principal. The following may be considered to be the genuine reasons for the candidate to be granted the permission:-

- (i) Prolonged illness supported by a certificate issued by a competent medical officer recognized by the Institute and forwarded to Principal in the material time and place before the start of semester examination;
- (ii) Loss of parent, guardian or sponsor and or any other grave incident leading to being absent from studies at the Institute which merits special consideration;
- (iii) Any other reason(s) of serious nature or concern for which the Principal may determine to be appropriate for action;

(i) Notwithstanding the provision in subsection 3.1 (f) of Institute Examination Rules and Regulations, 2022, such candidate shall be required to complete the modules sessions and continuous assessment before being allowed to sit for the required end of semester examination.

#### **4.2 Absence from Examinations**

- (a) A candidate shall be required to appear in every required examination session.
- (b) A candidate is not allowed to miss a continuous assessment(s) without prior written requests to and a written approval from the head of the respective department. The request shall be channeled through the module facilitator.
- (c) A candidate is not allowed to miss semester, special and /or supplementary examinations without prior written requests to and a written approval from the Principal. The request shall be channeled through the head of the respective department.
- (d) A candidate allowed to be absent from attempting a continuous assessment(s) shall be required to complete the same before attempting the end of semester examinations.
- (e) A candidate shall be responsible for initiating any request to make up a continuous assessment he missed on permit. If the instructor requests evidence

concerning the absence, the student should submit appropriate documentations.

- (f) A Candidate(s) absent from the examinations due to participation in official extracurricular activities such candidate(s) shall have the actual days spent in such events counted on and shall be subject to submission of satisfactory evidence as to the attendance of the candidate to such events before the candidate is administered to the end of semester examinations.
- (g) Notwithstanding any matter contained in these rules and regulations no candidate(s) who had been expelled or suspended or barred from taking any module examination for being involved in examination irregularity or criminal offenses or any other reasons or act thought of being unethical or unacceptable by the Institute shall sit to any examination.
- (h) The Academic Board Committee through its appropriate procedures shall discontinue from studies any candidate who deliberately absents (absconds) from doing continuous assessment, semester, special and/or supplementary examination without acceptable reasons.

#### **4.3 Examination of Candidates with Disability**

Notwithstanding any matter contained in any other regulation the Institute shall determine in the case of a candidate with disabilities or any other candidate who falls to be with disabilities:-

- (a) To provide with services of a competent amanuensis free of charge for writing out the answers at the examination session.
- (b) To permit the answers to be type written by the amanuensis if the examination requirements demands so.
- (c) To determine any other means or method which deems appropriate for assessing the candidate and declare the examination results.
- (d) In each case provided in 3.3 (a) - (c) of the Institute Examination Rules and Regulations, 2022, the candidate shall produce such evidence to the satisfaction of the Institute as it may deem necessary in proof of the statement that, his disability is such that, the candidate deserves to be considered for the above service.

#### **4.4 Postponement of Examinations**

- (a) A student may in special circumstances approved by the Principal to postpone examinations on grounds:-
  - i) Student is sick and the state of illness is certified by a recognized government medical practitioner or a competent medical officer recognized by the Institute or

- ii) If there is exists of any other cause acceptable to the management such as death of close relatives (parent, guardian, child, siblings and spouse) and inability to pay tuition fees.
- (b) With exception to emergency cases, written requests with supporting evidence for grounds of postponement of the examinations must be submitted to the office of Principal before respective examination is due to start.
- (c) A student who intends to postpone studies shall fill a postponement form POS Form 2(a) as indicated in the Institute Examination Rules and Regulations, 2022 and submit to the Principal stating his intention to postpone studies and reasons thereof, and he shall not be allowed to postpone unless he receives a feedback from the Principal that his request has been accepted.
- (d) A postponed examination shall be done during the next examination season (when next offered) as directed in the letter of approval of postponement.
- (e) A student shall be allowed to postpone a given examination to a maximum of two times only. If after the second postponement, a student has failed to sit for the postponed examination, he shall be regarded to have absconded and the respective module shall be treated as failed.
- (f) Where a student fails to attend a postponed examination without prior written notice and approval he shall be considered to have failed the module.
- (g) The Examination Officer and Heads of respective Academic Department shall keep track of all records concerning examination postponement.

#### **4.5.0 Conditions for Examination Results Appeals**

##### **4.5.1 Appeal for Continuous Assessment Results**

- (a) No appeal shall be lodged against coursework marks unless there is a reasonable proof that the candidate had no prior knowledge of the error due to reasonable circumstance beyond his control.
- (b) If a candidate notices any error with a coursework marks he shall consult an instructor/facilitator who administered the module during the semester for discussion and possible clarification or correction before commencement of the end of semester examination.
- (c) Where the conclusion cannot be settled by the module instructor, the case shall be forwarded to the Head of respective Academic Department for discussion and conclusion. Where the case shall not be concluded by the Head of Department, it shall be forwarded to Departmental Academic Committee for discussion and conclusion.

- (d) The decision made by Departmental Academic Committee concerning continuous assessment (course work) shall be final.
- (e) All matters concerning continuous assessment shall be discussed and concluded by Departmental Academic Committee at least one week before the start of semester examination, unless otherwise proved by the DP-ARC that there was reasonable circumstance beyond control.

#### **4.5.2 Appeal for Semester Examination Results**

- (a) As soon as the Academic Committee releases the provisional end of semester examination results, any candidate who has been aggrieved by the examination results and has a valid and sufficient ground shall appeal to the Principal within five (5) working days counted from the day the provisional examination results are published. Otherwise NO examination results appeal shall be entertained.
- (b) Any appeal shall have to be on material issues, and the applicant shall have to fill in the institute prescribed form of appeals ERA Form No. 9(a) as indicated in the Institute Examination Rules and Regulations, 2022 accompanied by all relevant and substantive evidences documented and addressed to the Principal.
- (c) An appeal requiring re-checking or re-marking of the examination paper script(s) shall be accompanied by evidence of remarking fee payment. Such fee shall be non-refundable and shall be revised from time to time. Non-payment of the appeal fee shall render the appeal not be processed.
- (d) Each student shall be eligible to appeal against examination results after having paid TZ.30,000/= charged per module which is non-refundable as per 1<sup>st</sup> schedule.
- (e) This fee prescribed in (d) is subject to review by the institute from time to time with prior notice to students.
- (f) Upon receiving such appeal the Principal shall seek consultation from the Deputy Principal Academics, Research and Consultancy as it deem appropriate and make recommendations. The Principal shall forward the appeal case to the Secretary of Examination Appeal Committee for further processing (re-checking or re-marking of the examination paper script(s)).
- (g) The Head of Admission and Examinations Office shall submit all marked answer booklets whose candidates have appealed to the Secretary of Examination Appeal Committee for processing the examination appeal cases.
- (h) The Secretary of Examination Appeal Committee shall process the appeal case(s) eligible for re-checking or re-marking of the examination paper script(s) by

collaborating with Examination Officer and Heads of Academic Department where applicable.

- (i) The Secretary of Examination Appeal Committee shall compile the report of the processed (re-marked or re-rechecked the examination paper script(s) and submit to the Chairperson of Examination Appeal Committee for further action.
- (j) The Secretary of Examination Appeal Committee shall communicate with the Chairperson and convene the Examination Appeal Committee Meeting for discussing and deliberating the report of processed examination results appeal case(s).
- (k) The recommendation of the Examination Appeals Committee shall be submitted to the Academic Board Committee for final decision.
- (l) The decision of the Academic Board shall be final and conclusive and shall be communicated to the concerned candidate(s) through the Principal.
- (m) All academic problems shall be treated on individual basis and by following the Institute procedures.

#### **4.5.3. Conditions for Doing Supplementary Examinations**

- (a) Supplementary examinations shall be conducted after the release or publication of each end of semester examination results by the Academic Board Committee. i.e. supplementary examinations for semester one shall be conducted at the end of semester one and supplementary examinations for semester two shall be conducted at the end of semester two after approval of semester examination results in a given academic year.
- (b) Each candidate who fails in some modules in a given semester and having achieved a cumulative semester GPA of 2.0 or above of the attempted modules shall be allowed to sit for supplementary examinations when offered for each semester in given academic year as indicated in academic calendar/almanac.
- (c) The student gets a cumulative semester GPA below 2.0 shall not be allowed to sit for supplementary examinations this student shall be discontinued from studies.
- (d) Supplementary examinations shall be conducted within two weeks or as indicated in the almanac devoted for the examinations and specifically after the date of the declaration of approved semester examination results.
- (e) The supplementary examinations shall be conducted as per Institute's academic calendar (almanac).
- (f) A student shall have completed a specific NTA Level in the course pursued if he has passed all modules offered in that particular NTA Level and got a GPA not

less than 2.0.

- (g) A student failing supplementary examinations shall not be promoted to continue with next NTA Level of studies instead he/she shall remain in the same level of studies and he shall have to retake/repeat the respective failed module(s).
- (h) A student shall only be promoted to next NTA Level of studies after he shall have passed the retake examination of the failed module(s).
- (i) Each student shall be eligible to sit for supplementary examinations after having paid TZ.20,000/= charged per module which is non-refundable as per 1<sup>st</sup> schedule.
- (j) This fee prescribed in (i) is subject to review by the institute from time to time with prior notice to students.
- (k) A student shall be graded "C" regardless of scores once he passes supplementary examinations.

#### **4.5.4 Conditions for Doing Special Examinations**

- (a) Special examinations shall be administered to candidate who by the reason of illness or circumstances of serious nature was unable to do or complete end of semester examinations.
- (b) The candidate shall have submitted sufficient evidence prior to the start of end of semester examinations and had been approved by the Principal. Candidates appearing for special examination shall be treated as doing the examinations for the first time.
- (c) Special examination shall be conducted at time and date indicated on the Institute's academic calendar (Almanac).
- (d) A student shall be qualified to sit for Special examination only if he has a minimum pass of continuous assessment in each respective module.
- (e) Each student shall be eligible to sit for special examinations after having paid TZ.20,000/= charged per module as per 1<sup>st</sup> schedule.
- (f) This fee prescribed in (e) is subject to review by the institute from time to time with prior notice to students.

## CHAPTER FIVE

### 5.0 INSTITUTE'S ACADEMIC ADMINISTRATIVE ORGANS

There shall be academic administrative organs and academic organs responsible for academic administrative and academic matters at the institute. These organs shall comprise:-

1. The Principal
2. The Deputy Principal – Academics, Research and Consultancy (DP – ARC)
3. Campus Manager
4. Registrar
5. Heads of Academic Departments (HAD)
6. The Examination Officer
7. The Admission Officer
8. Quality Control and Quality Assurance Officer

#### 5.1.1 Responsibilities of the Principal

- (a) Overall in charge of all academic and examination matters;
- (b) Chairs of the Academic Committee Meeting;
- (c) Shall approve student's postponement of examinations as may be proposed by the Dean of Students, Registrar or the Head of Department;
- (d) Shall appoint the external examiners;
- (e) Approve examination time tables;
- (f) Secretary to the Institute's Advisory Board;
- (g) Approve institute's almanac or academic calendar;
- (h) Shall approve all other academic and administrative matters at the institute and
- (i) Shall have a power to suspend the student alleged to have committed examination misconduct immediately after receiving the report from EIC pending to further action to be taken against him as per Examination Rules And Regulations of the Institute.

#### 5.1.2 Responsibilities of the Deputy Principal – Academics, Research and Consultancy.

- (a) Shall report to the Principal;
- (b) Shall be Chief Admission and Examinations Officer;
- (c) Shall recommend the appointment of External Examiners as proposed by Heads of Department;

- (d) Shall recommend the postponement of studies for respective students;
- (e) Shall oversee the review and development of curriculum;
- (f) Shall coordinate the development of policies relating to examination, admission and all other academic matters;
- (g) Shall convene staff academic meeting that involves all academic staff at least three (3) days before commencement of semester examinations in order to remind instructors/invigilators about examination rules and regulations and
- (h) Shall convene staff academic meeting that involves all academic staff at least three (3) days before/after commencement of semester in order to discuss academic matters for improving academic arena.

#### **5.1.3 Campus Manager**

- (a) Shall report to the Principal;
- (b) Shall be Chief Admission and Examinations Officer at the campus;
- (c) Shall recommend to the Principal the appointment of External Examiners as proposed by Heads of Department;
- (d) Shall recommend to the Principal the postponement of studies for respective students;
- (e) Shall oversee the review and development of curriculum at the campus level;
- (g) Shall convene staff academic meeting that involves all academic staff at the campus at least three (3) days before commencement of semester examinations in order to remind instructors/invigilators about examination rules and regulations and
- (h) Shall convene staff academic meeting that involves all academic staff at least three (3) days before/after commencement of semester in order to discuss academic matters for improving academic arena.

#### **5.1.4 Responsibilities of Registrar**

- (a) Shall be Head of all admission and examination matters at the institute assisted by Admission and Examination Officers from both Tabora and Morogoro campuses;
- (b) He shall be reporting to the DP – ARC;
- (c) Preparation of general and examination time-tables;
- (d) Preparation of the Prospectus;
- (e) Processing admission and registration of students;
- (f) Preparation of the Academic Calendar;
- (g) Displaying of names of candidates eligible for examinations;

- (h) Preparation of Academic transcripts and certificates;
- (i) He shall be responsible for all matters relating to admission and examination at the institute;
- (j) The secretary to Institute Academic, Examination Appeals and Irregularity Committees and
- (k) Preparation of examination and admission guidelines.

#### **5.1.5 Responsibilities of Heads of Academic Department (HADs)**

- (a) They shall be reporting to DP – ARC;
- (b) Compiles examination results of their respective departments;
- (c) Supervises all academic and staff at his department;
- (d) Proposes the names of individuals to be recruited as External Examiners;
- (e) Ensures that External Examiners are paid accordingly;
- (f) Coordinates assessment of individual modules at the department;
- (g) Coordinates curriculum reviews and submit the same to NACTVET through Curriculum coordinator;
- (h) Coordinate preparations of Assessment Plans;
- (i) Submit all departmental recommendations to the Campus Academic Committee and
- (j) Shall issue official letter to each instructor that shall indicate module allocation and describe responsibilities of respective module instructor.

#### **5.1.6 Responsibilities of the Examination Officer**

- (a) He shall be reporting to the Registrar;
- (b) Posting end of semester examination results into Institute and NACTVET system;
- (c) Custodian of all examination materials, examinations and final marked scripts;
- (d) Submission and collection of final examination scripts from respective External Examiners;
- (e) Submission of copies of examination results to NACTVET;
- (f) Process the examination appeals;
- (g) Process examination irregularities;
- (h) Assists the registrar to prepare academic transcripts and certificates and
- (i) Cooperates with Admission Officer to handle all academic matters as may be assigned by the Registrar.

### **5.1.7 Responsibilities of the Admission Officer**

- (a) He shall be reporting to the Registrar;
- (b) Process students' registration at the beginning of semesters;
- (c) Prepare and process academic advertisements regarding admission;
- (d) Coordinate students' admission processes;
- (e) Coordinates all academic admission issue between the Institute and NACTVET;
- (f) Coordinates preparations of students' identity cards;
- (g) Coordinates the preparation of student' health insurance (NHIF) and
- (h) Cooperates with Examination Officer to handle all academic matters as may be assigned by the Registrar.

### **5.1.8 Responsibilities of Quality Control and Quality Assurance Officer**

- (a) Reports direct to the Principal on all matters pertaining to quality at the Institute especially academic matters;
- (b) Promoting quality awareness and a quality culture of the institution;
- (c) Development of a clear quality policy in the institution;
- (d) Implementation and maintenance of a robust Internal Quality Assurance system;
- (e) Supporting general management to find out the quality of the institution and institutional management;
- (f) Supporting departments in the self-assessment process for discovering the quality of the programmes and
- (g) Organizing student evaluations.

## CHAPTER SIX

### 6.0 INSTITUTE'S EXAMINATION ORGANS

There shall be institute's examination organs that shall ensure all examinations and including continuous assessments are conducted according to the examination rules and regulations. These organs are:-

1. Departmental Academic Committee (DAC)
2. Campus Academic Committee (CAC)
3. Institute's Academic Committee (AC)
4. Examination Appeals Committee (EAC)
5. Examination Irregularities Committee (EIC)
6. Academic Board Committee (ABC)
7. Note that; the Campus Examination Appeals Committee (CEAC) at Morogoro Campus shall submit its examination appeal results to EAC and Campus Examination Irregularities Committee (CEIC) at Morogoro Campus shall submit its report to AC.

#### 6.1 Departmental Academic Committee (DAC)

(a) Responsibility of Departmental Academic Committee:-

- (i) Evaluate Course Work of each candidate including classroom attendance and approve at least one (1) week before the start of end of semester examinations;
- (ii) Review the performance in every module of study in respect to approved curriculum;
- (iii) Provide a written report containing appropriate recommendations to the Institute's Academic Committee to rectify anomalies found in any examination and curriculum;
- (iv) Deliberate on External Examiner's recommendations for each module;
- (v) Reports any findings and recommends to the Academic Committee of the institute and
- (vi) The Departmental Academic Committee shall be responsible to the Campus Academic Committee.

#### (b) Tenure and Quorum

- (i) All members of DAC will attend the meeting by virtue of their positions except the appointee of the Principal or Campus Manager or DP-ARC who

will be appointed prior to each meeting and

- (ii) Two third of the members of the department or panel shall constitute a quorum for the meeting but must include the Chairperson and the Secretary.

**(c) Composition of the Departmental Academic Committee**

- (i) The Head of Departmental Academic – Chairperson;
- (ii) The Departmental Academic Committee shall be constituted by all academic staff members of the respective department;
- (iii) Quality Control and Quality Assurance Officer and
- (iv) Any Co-opted member as would be appropriate.

**6.2 Campus Academic Committee (CAC)**

- (a) There shall be a Campus Academic Committee in each campus (Tabora Campus and Morogoro Campus) of the institute whose responsibilities include:-
  - (i) The CAC shall receive and deliberate all academic matters (Examinations results, examination appeals, irregularities, examination reports and students' performance) from Departmental Academic Committee and make recommendations to the Institute Academic Committee (AC) and
  - (ii) The CAC shall receive and deliberate academic policies and regulations and make recommendations to the Academic Committee.

**(b) Tenure and Quorum**

- (i) All members of CAC will attend the meeting by virtue of their positions except the appointee of the Principal or Campus Manager or DP-ARC who will be appointed prior to each meeting and
- (ii) Two third of the members of the CAC shall constitute a quorum for the meeting but must include the Chairperson and the Secretary.

**(c) Composition for CAC - Tabora Campus**

- (i) DP - ARC – Chairperson for Tabora Campus
- (ii) Deputy Principal – PFA
- (iii) Heads of Academic Departments
- (iv) Admission Officer
- (v) Examination Officer
- (vi) Registrar – Secretary
- (vii) A President from the TIRSO
- (viii) Dean of students

- (ix) Quality Control and Quality Assurance Officer
- (x) Any Co-opted member as would be appropriated.

**(d) Composition for CAC - Morogoro Campus**

- (i) Campus Manager – Chairperson
- (ii) Heads of Academic Departments
- (iii) Admission Officer
- (iv) Examination Officer – Secretary
- (v) Vice President – TIRSO Morogoro
- (vi) Dean of students
- (vii) Quality Control and Quality Assurance Officer
- (viii) Any Co-opted member as would be appropriate.

**6.3 Academic Committee of the Institute**

There shall be an Academic Committee of the institute whose responsibilities include;

**(a) Responsibility:-**

- (i) The Academic Committee shall receive and deliberate all academic matters (Examinations results, irregularities, examination reports and students' performance) from CAC and make recommendations to the Academic Board Committee and
- (ii) The Academic Committee shall receive and deliberate academic policies and regulations from CAC and make recommendations to the Academic Board Committee for approval.

**(b) Tenure and Quorum**

- (i) All members of DAC will attend the meeting by virtue of their positions except the appointee of the Principal or Campus Manager or DP-ARC who will be appointed prior to each meeting.
- (ii) Two third of the members of the department or panel shall constitute a quorum for the meeting but must include the Chairperson and the Secretary.

**(c) Composition of the Academic Committee of the Institute**

- (i) Principal - Chairperson
- (ii) Deputy Principal - Academic Research and Consultancy
- (iii) Deputy Principal – Planning, Finance and Administration
- (iv) Campus Manager
- (v) Admission Officers from both campuses
- (vi) Examination Officers from both campuses
- (vii) Heads of Academic Departments
- (viii) A President of TIRSO.
- (ix) Dean of students
- (x) Quality Control and Quality Assurance Officer
- (xi) Registrar – Secretary
- (xii) Any Co-opted member or invitee as would be appropriate.

**6.4 Examination Appeals Committee**

There shall be Examination Appeals Committee that shall handle all examination appeals applied by the students from each campus who shall be aggrieved by examination results after marking the institute's examinations.

**(a) Responsibilities:-**

- (i) To receive and hear candidates' examinations results appeals;
- (ii) The Committee shall investigate, discuss and submit recommendations to the Academic Board Committee;
- (iii) To prepare and submit to the Principal a summarized report of its proceedings containing findings and recommendations of all appeals;
- (iv) To make recommendations to Academic Board Committee of the Institute's Advisory Board and
- (v) The Campus Examination Appeal Committee shall make recommendations to Institute Examination Appeal Committee.

**(b) Tenure and Quorum:**

- (i) The tenure of office for the Senior Staff Appointed by the Principal shall be three years. The rest of the members will attend the meeting by the virtue of their positions and
- (iii) A quorum is said to be duly constituted when two third members have attended the meeting including the Chairperson and Secretary.

**(c) Composition of the Examination Appeals Committee shall be;**

- (i) DP - ARC - Chairperson
- (ii) Registrar - Secretary
- (iii) Principal - Co-opted member
- (iv) DP - PFA
- (v) Heads of Academic Department
- (vi) Examination officers
- (vii) Any other invited member as would be appropriate
- (viii) A President of TIRSO
- (ix) Dean of Students.
- (x) Quality Control and Quality Assurance Officer.
- (xi) Any Co-opted member as would be appropriate.

**6.5 The Campus Examination Appeals Committee**

There shall be Campus Examination Appeals Committee that shall handle all examination appeals at the campus level applied by the students from at the respective campus who shall be aggrieved by examination results after marking the institute's examinations at the campus.

- (a) The responsibility of the Campus Examination Appeal Committee shall be as stipulated at 6.4 (a) above.

**(b) Composition of the Campus Examination Appeals Committee shall be:-**

- (i) Chairperson any TIRTEC academic staff appointed by the Principal
- (ii) Campus Admission Officer - Secretary
- (iii) Principal - Co-opted member
- (iv) Heads of Academic Department
- (v) Campus Examination Officer
- (vi) Any other invited member as would be appropriate
- (vii) TIRSO representative at Morogoro Campus
- (viii) Representative from Dean of Students Office at Morogoro Campus
- (ix) Quality Control and Quality Assurance Officer at Morogoro Campus
- (x) Any Co-opted member as would be appropriate

## **6.6 Examination Irregularities Committee**

There shall be Examination Irregularities Committee of the Institute.

### **(a) Responsibilities:-**

- (i) To investigate and ascertain the truth on the cases of examination irregularity immediately as the case may happen and propose suitable penalty according to the Examination Rules and Regulations;
- (ii) Recommend an immediate action to be taken against the candidate pending considerations by the Institute's Academic Committee;
- (iii) The Chairperson of EIC shall immediately submit report of finding to the Principal who shall immediately suspend the alleged student pending to further action to be taken as per these rules and regulations;
- (iv) Submit a report with recommendations to the Academic Committee which will discuss and submit recommendations to the Academic Board Committee and
- (v) Shall have a power to make final decision to all cases relating to continuous assessment that may be submitted from Departmental Academic Committee.

### **(b) Composition of the Examination Irregularities Committee shall be:-**

- (i) DP - ARC – Chairperson
- (ii) Registrar - Secretary
- (iii) The Head of Department where the candidate involved in the examination is registered
- (iv) Examination Officers
- (v) Admission Officers
- (vi) Dean of Students
- (vii) A President -TIRSO
- (viii) A member of the academic staff deemed necessary to be incorporated
- (xi) Quality Control and Quality Assurance Officer
- (xii) Any Co-opted member as would be appropriate

### **(c) Composition of the Campus Examination Irregularities Committee shall be;**

- (i) Campus Manager – Chairperson
- (ii) Admission Officer - Secretary
- (iii) The Head of Department where the candidate involved in the examination is registered

- (iv) Examination Officers
- (v) Representative from Dean of Students at Morogoro Campus
- (vi) TIRSO representative at Morogoro Campus
- (vii) A member of the academic staff deemed necessary to be incorporated.
- (xiii) Quality Control and Quality Assurance Officer
- (xiv) Any Co-opted member as would be appropriate

**(d) Powers:-**

The Examinations Irregularity Committee shall have the power:-

- (i) To summon any candidate, invigilator or any person or officer in relation to an alleged examination irregularity that took place via prescribed forms;
- (ii) To question or interrogate any candidate, invigilator or any person in relation to the examination irregularity that took place;
- (iii) To recommend penalties on candidates found liable for or guilty of such Irregularity and
- (iv) The EIC reserves the power to investigate and deal with a cheating case at any time even if the act is discovered after the student has completed his studies provided that such Student shall be notified and convened to appear before the committee

**(e) Conducts of meetings and decisions:-**

- (i) It shall be a disciplinary offence for the invigilator or students to refuse to appear before the EIC or CEIC to testify;
- (ii) A Student who fails to appear before EIC or CEIC without prior notification, his case shall be deliberated in his absence;
- (iii) All issues at EIC or CEIC shall be decided by a majority of the votes casted at the meeting by members who attended. In case there is a tie, the Chairperson shall have a casting Vote and
- (iv) The recommendation of the EIC or CEIC shall be communicated to the candidate who is found guilty of committing examination irregularity within four (4) days from the date that the meeting was made through the Principal.

**(f) Tenure and Quorum:**

- (i) The tenure of office for the Senior Staff Appointed by the Principal shall be three years. The rest of the members will attend the meeting by the virtue of their positions and

(ii) Quorum of the Committee shall be formed by the two thirds of the total number of committee members including the Chairperson, President or Representative of the Students" organization (TIRSO).

## **6.7 Academic Board Committee (ABC)**

This is the supreme organ of the Institute with mandate to handle and make final decisions of all matters related to academics especially examinations.

### **(a) Responsibilities of Academic Board Committee**

- (i) To deliberate and approve end of semester examination results as submitted by the Institute Academic Committee;
- (ii) To deliberate and approve the cases of examination irregularities as submitted by the Institute Academic Committee;
- (iii) To deliberate and approve the examination appeals as submitted by the Examination Appeal Committee of the institute;
- (iv) To receive the report of new selected applicants to join the institute for new academic year;
- (v) To deliberate and approve various academic matters as submitted by the Academic Committee;
- (vi) To oversee, maintain and enhance the required academic standards, quality and integrity at the Institute;
- (vii) Academic Board Committee Decision shall be final and conclusive. The feedback from ABC shall be communicated by the Principal to the students and
- (viii) The Academic Board Committee shall report its resolutions to the Institute Advisory Board.

### **(b) Composition of Academic Board Committee**

The following members shall constitute the Examination Board

- (i) Chairperson - Any member of the Advisory Board provided that is not one of the Institutes employee
- (ii) The Advisory Board members from outside the Institute - Member
- (iii) Principal - Co-opted Member
- (iv) DP – PFA - Co-opted Member
- (v) Campus Manager - Co-opted Member
- (vi) Registrar - Co-opted Member
- (vii) Heads of Academic Department - Co-opted Member

(viii) Dean of Students	- Invitee
(ix) A President – TIRSO	- Member
(x) DP – ARC	- Secretary

**(c) Tenure and Quorum:**

- (i) All members of TIRTEC Academic Board will attend the meeting by virtue of their positions except Co-opted Members under Regulation 4.2.6 (b) of the Examination Rules and Regulations, 2022 who shall serve for the period of three years.
- (ii) Two third of the members of the Academic Board Committee shall constitute a quorum for any meeting but must include the Chairperson, Secretary and Chairperson of TIRSO Presidents.

## CHAPTER SEVEN

### 7.0 CONDUCT AND ADMINISTRATION OF EXAMINATIONS

#### 7.1.0 INSTITUTE TIME TABLES

These are schedules guiding the academic events including module lectures, practical sessions and examination sessions. There shall be mostly master Time table and Examination time table.

##### 7.1.1 Master Time Table

This is general time table that shall comprise all academic sessions that is module lectures and practical session which are to be administered since the beginning to the end of semester before the end semester examination. This shall be published two weeks before the commencement of each semester.

##### 7.1.2 Examination Time Table

There will be dates for conducting tests and semester examinations as indicated in institute's calendar/almanac.

- (a) Dates for conducting tests shall be published in the institute's Almanac and other modes of assessment shall be conducted at the discretion of the module facilitator/instructor.
- (b) Examinations in all departments shall be held at a time indicated on the semester timetable approved by the Principal according to the approved Academic Calendar/Almanac.
- (c) The final semester examination time table shall be published two weeks before examination sessions in each semester. Changes shall be communicated if needs arise otherwise no changes shall be made after publication of final examination timetable.
- (d) Candidates shall read the examination time table and if they need any assistance on the timetable, they shall be required to consult the Examination Officer or Timetable Master as soon as they discover a problem for immediate solution.
- (e) The semester examination time table shall be administered for two weeks.
- (f) If it happens the public holiday or any event falls on the date set for examinations, the examinations will proceed as arranged. In case it is necessary that the examinations be postponed for any reason, the same shall be communicated.

## **7.2 Management of Examinations**

- (a) The overall management of TIRTEC Examinations shall be the responsibility of the Deputy Principal- Academic, Research and Consultancy (DP-ARC) and Campus Manager for Morogoro Campus. The overall coordination of the examinations shall be the responsibility of the Registrar or delegated office or officer under the directives of the DP-ARC.
- (b) DP-ARC shall have power to issue such instructions, notes or guidelines to candidates, invigilators and examiners of institute examinations as he shall deem appropriate for the proper, efficient and effective conduct of such examinations.
- (c) The instruction notes or guidelines issued by the DP-ARC, under regulation 5.3(b) above shall form part of and be as binding as these Regulations.
- (d) The accountability of examination at the institute shall be the responsibility of the Principal while the coordination of examinations at the Campus will be the responsibility of the Campus Manager assisted by or Examination Officer or delegated office or officer.

## **7.3 Conduct of Examinations**

- (a) **Venue for Examination:-**
  - i) All examinations conducted by the institute shall be administered at the institute's campuses or such other place as may be determined by the DP-ARC after consultation with the Principal and
  - ii) Before commencement of the examination, the examination officer shall ensure the readiness of the examination venue
- (b) All examinations shall be conducted under the supervision and control of the Registrar.
- (c) All ends of semester examinations (theoretical and practical) shall be assessed by internal and external examiners.
- (d) All officers involved in the whole process of handling examinations shall be required to observe secrecy and all expected practices as required by the Examination Rules, Regulations and Code of Good conduct.

## **7.4 Conduct of Candidates**

- (a) Candidates shall be seated in their respective examination rooms at least fifteen (15) minutes before the start of the examination. No candidate shall be admitted into the examination room after the first half an hour (30 minutes) of an examination session commencement.

- (b) No candidate shall be permitted to leave out of the examination room during the first half hour (30 minutes) after the examination session has commenced.
- (c) A candidate shall not be allowed to leave the examination room within the last 30 minutes of the examination period. A candidate who finishes his examination shall only be allowed to leave from examination room at least one hour (1 hour) has elapsed from commencement of examination.
- (d) A candidate shall ensure that he has an adequate supply of pens, pencils, ink, or any other authorized material required for an examination. No candidate shall be allowed to borrow any examination tool(s) or statutes in the examination room such a pen, pencil, ruler, rubber, calculator, mathematical table, etc.
- (e) A candidate shall use blue or black pen to write assignments, tests or examinations and shall not be allowed to use red or green ink pen to write assignments, tests or examinations.
- (f) A candidate shall rise up his hand when he needs the attention of the invigilator.
- (g) A candidate shall not be permitted to take or eat food or drink in the examination room or to have any items in the examination room other than items which have been expressly or implied approved for use during the examination. Items allowed into the examination room shall be subject to inspection by the invigilator.
- (h) Entering with prohibited materials in the examination room shall be categorized as possession of unauthorized materials.
- (i) Each candidate shall sit at the desk or chair as it may be directed by the invigilator or indicated on the notice or sitting plan at the Examination Room entrance. Invigilators shall have power to specify or change the sitting arrangement in the examination room.
- (j) A candidate shall place his current Identity Card and the examination number slip visible on his desks or table for the purpose of checking, without undue coercive disturbance before the start of the examination.
- (k) Candidates are required to read the instructions at the front page of the question paper and answer booklet before commencement of the examination.
- (l) Each Candidate is required to write his examination number on the space provided on the answer booklet. Names or initials, which distinguish one student from another, should not be written on the answer booklet or answer script/booklet. Failure to write examination number on the space provided on answer booklet shall be considered to have not attended that examination.

- (m) A candidate shall **sign in** examinations attendance register against his examination number for each module examined during examination session and **sign out** during submission of answer booklet(s) before leaving the examination room.
- (n) No candidate shall be allowed to leave the examination room temporarily without an escort of the invigilator or supervisor when examinations are in progress. Candidates are allowed to go out of the examination room one at a time after signing in the examination permission before going out and when coming back in the examination room and shall under normal circumstances not stay out of the examination room more than 5 minutes.
- (o) In any event, no candidate may enter or leave the Examination Hall without the Invigilator's permission.
- (p) Candidates shall be responsible for consulting the Examination Time Tables for any changes.
- (q) No candidate shall be allowed to communicate with any other candidate without a permission and approval by the invigilator.
- (r) Under circumstances that a candidate is unable to do a paper or the entire examinations, he should communicate in writing to the Principal through the Dean's Office and copy his letter to the respective Head of Academic Department and the Registrar before the start of the respective examination paper.
- (s) Candidates have to write answers of examination questions on the answer booklets provided. Candidates are not allowed to write anything in the examination questions. All used and unused examination stationery must be returned to the invigilators soon as he declares the examination is over who shall hand it over to the Examination Officer.
- (t) Candidate(s) shall be required to observe all instructions shown on the examination booklet including those given by examiners, invigilators, supervisors or any other authority responsible for conduct of examinations.
- (u) No candidate shall be allowed to possess any material things unauthorized in the examination room which one knows , believes , suspects or reasonably ought to have known , believed , suspected that the same could be used to assist in cheating in the examination or intimidating or scaring the invigilators, supervisors or fellow candidates.

- (v) Once the invigilator catches a student with unauthorized material inside the examination room, it shall not be a defence to argue that one did not intend to use the material referred in part (v) of the Examination Rules and Regulations, 2022.
- (w) The invigilators and supervisors shall inspect each student before entering into the examination room.
- (x) Where the candidates uses examination number slip during examination sessions, each candidate must submit his examination number slip to the invigilator at the end of the last examination of the respective semester.
- (y) At the end of examination each candidate should ensure that:-
  - (i) He has signed out during submission of answer booklet(s) before leaving the examination room. Candidates who will not sign in and sign out in examination attendance register as per part (m) shall be considered to have not attended that examination.
  - (ii) He remains in his place until the Invigilator has collected his answer booklet(s), the answer booklets have been checked, and the Invigilator has announced that candidates may leave the examination room.
  - (iii) It is the responsibility of each candidate to ensure that his answer booklet(s) are handed to the Invigilator.

#### **7.5.0 Role of Invigilators and Supervisors**

There shall be invigilators and supervisors who shall be responsible for the invigilation of examinations conducted by TIRTEC.

#### **7.5.1 Responsibilities of Invigilators**

The invigilator shall be responsible for managing and supervising examination candidates in the examination room.

#### **7.5.2 General Instruction to Invigilators Regarding Invigilation**

- (a) Invigilators shall collect invigilation appointment letters for examinations at least three days before the examinations commence.
- (b) The invigilator shall observe carefully his invigilation schedule.
- (c) Invigilator shall ensure that TIRTEC examinations are conducted according to the standard and quality set.
- (d) Invigilators must be conversant with all examination rules and regulations.

### **7.5.3 Instruction to Invigilators During the Examination**

- (a) Invigilators shall not admit candidates to the examination room thirty (30) minutes after the commencement of the examination and shall not permit them to leave the examination room temporarily until thirty (30) minutes have elapsed from the commencement of the examination.
- (b) Invigilators shall not be allowed to explain any question to candidates or communicate with them in any way that may assist candidates to answer the questions.
- (c) Instructors who taught the module(s) are expected to be around to clarify some specific matters that might arise during the examination session.
- (d) Invigilators shall not leave the examination room unless has asked another Invigilator to take place on behalf.
- (e) Invigilators shall ensure that, only approved examination items are allowed in the examination room.
- (f) Invigilators shall perform random checks of answer booklets should they suspect any unauthorized material being hidden inside the booklet(s).
- (g) Invigilators shall not stay in one place for too long .They shall move around and strategically observe the candidates.
- (h) Invigilators shall record attendance by circulating an attendance sheet on which each candidate shall sign against the examination number before and after the examination session is over.
- (i) Invigilator(s) shall maintain maximum security in the examination room when examinations are in progress and shall see to it that, all books, notes or other materials including bags, brief cases, mobile phones, non-authorized ICT equipment and any material things likely to aid the candidate answering the examination questions are removed outside the examination room before distributing the examination papers and answer booklets.
- (j) Invigilators are expected to invigilate properly and all the time without concentrating to other businesses.
- (k) In case of any examination irregularity, invigilators shall act accordingly to the procedure of handling examination irregularity.

### **7.5.4 Supervisors**

The Principal, DP – ARC, Campus Manager, Heads of Academic Departments (HoADs), Admission Officer and Examination Officer shall be the examination supervisors of examinations conducted by TIRTEC.

#### **7.5.4.1 Responsibilities of Supervisors**

The main functions of the examination supervisors are to:

- (a) Ensure that the examinations are conducted in accordance with the Examination rules and procedures determined by the TIRTEC.
- (b) Render any assistance to the Admission Officer and Examination Officer as needs arise during the examination season.
- (c) Monitor examination rooms and the surrounding environment while the examinations are in progress and report to Admission Officer and Examination Officer on, amongst others, the following:
  - (i) Any circumstances considered likely to affect students" performance.
  - (ii) All cases of irregularity or misconduct in the examination and any student who may misconduct himself during the examination.
- (d) Render assistance to Chief invigilator in the undertaking of his duties.
- (e) Coordinate with the Registrar through the office of Examination Officer whenever clarifications are needed by candidates with regard to examinations.

#### **7.5.4.2 Responsibilities of Chief Invigilator**

The main functions of the Chief Invigilators shall be:-

- (a) To liaise with Examination office on all matters relating to examination timetable and students especially those who do not adhere to examination regulations.
- (b) To ensure that all invigilators perform their duties accordingly.
- (c) To ensure that each examination starts and finish at the appropriate time.
- (d) To supervise all invigilators during a particular season of examination.
- (e) At the end of the invigilation session, he is to produce a detailed report to the Principal via DP – ARC or Campus Manager. The report shall include his comments and recommendations which shall be used as guidelines in future examination seasons.

## CHAPTER EIGHT

### 8.0 EXAMINATION IRREGULARITIES, PROCEDURES AND PENALTIES

Examination irregularity is an inappropriate conduct by a candidate, which impairs academic standards, quality and integrity.

#### 8.1 Identification of Examination Irregularities

- (a) The examination irregularities may be identified during:
  - (i) Continuous assessment; and
  - (ii) Semester Examinations
- (b) For the purpose of these Regulations, examination irregularity shall include, but not limited to cheating.
- (c) It shall be an examination offense to commit examination irregularity.
- (d) All examination irregularities shall be punishable as prescribed in these regulations.

#### 8.2 Examination Irregularities During Continuous Assessment

Examination irregularities during continuous assessment shall include but not limited to;

- (a) Copying another student's assignment.
- (b) Submitting course work purporting to be his own while it is attempted by another student or person.
- (c) Attempting test on behalf of another student.
- (d) Attempting course work on behalf of another student.
- (e) Conduct any other form of cheating defined under these Regulations during continuous assessment.

#### 8.3 Examination Irregularities during Examination

- (a) Examinations irregularities during examination shall include but not limited to activities hereinafter mentioned regardless such activities takes place inside or outside the examination room:-
  - (i) Beginning the examination before being authorized.
  - (ii) Communicating or whispering with other candidates, either verbally or through other means.
  - (iii) Collaborating with another student or any other person.
  - (iv) Copying the answers of another student.
  - (v) Exchanging answer sheets/booklets or answers for the purpose of assisting one another in attempting examination in or outside the examination room.

- (vi) Aiding and/or abetting another candidate to copy from his answer booklet or any other document.
- (vii) Aiding and/or abetting another candidate to copy from a script/booklet of another person.
- (viii) Possessing and/or using unauthorized material. It shall not be a defense to argue that one did not intend to use the unauthorized materials.
- (ix) Peeping at another student's examinations paper.
- (x) Failing to comply with any examination rules, instructions, regulations or directions given by an invigilator.
- (xi) Refusal to sign on the Breaches of Examination Regulations Form by any student discovered committing examination irregularity.
- (xii) Destroying or attempting to destroy any evidence related to any suspected irregularity.
- (xiii) Continuing the examination after being told to stop.
- (xiv) Removing examination answer booklet or sheets from the examination room.
- (xv) Detaching sheets from an answer booklet or sheets to facilitate copying by other candidates or other purpose.
- (xvi) Allowing another person to sit for the examination on one's behalf.
- (xvii) Having access and/or consulting unauthorized materials outside the confines of the examination room.
- (xviii) Receiving unauthorized assistance from another student or person (Receiving external assistance).
- (xix) Giving unauthorized assistance by students who are not examination candidates (Giving external assistance).
- (xx) Using another student's identity card(s) to seat for examination on behalf of that student (Impersonation).
- (xxi) Taking out of the Examination room an Examination paper before the time for doing the paper is over.
- (xxii) Intimidating, coercing, scaring, terrorizing, bullying, assaulting, beating or any other act of embarrassing or mortifying or humiliating another student or invigilator(s) or any college officer involved in the conduct of examination during the examination process.
- (xxiii) Scribbling in the examination question paper.
- (xxiv) Indulging in any disruptive conduct including, but not limited to shouting, assaulting of another student/candidate, using abusive language and/or

threatening language, destruction of college property or the property of another person during examination.

(xxv) Smoking, drinking alcohol and or being in a condition of alcohol influence in the examination room.

(xxvi) Using another student's examination number or forging examination number.

(xxvii) Walking out in protest from the examination room.

(xxviii) Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part of it or a solution of a question set in the question paper to anyone.

(xxix) Possession of solution to a question set in the examination paper during the examination session inside the examination or outside the examination room.

(xxx) Caught consulting a fellow candidate books, note books or papers or any other matter found with the candidate while outside the examination room but during the examination session and before the candidate has handed over his answer booklet to the invigilator(s) or supervisor(s).

(xxxi) Hiring an agent(s) to do examination on behalf of the candidate(s) or any type of impersonation.

(b) Where an Invigilator or teaching staff or any employee of TIRTEC commits an examination irregularity under these regulations, such as:-

- (i) showing examination(s) answers;
- (ii) allowing candidate(s) to commit an offence such as making noise during examinations, bringing unauthorized materials in an examination room;
- (iii) mishandling examination script(s)/booklet(s) or examination results due to negligence or carelessness, collusion or ill motive

#### **8.4 Procedure for handling examination irregularity**

The procedure to be followed when dealing with cheating and other examination irregularities shall depend on when the cheating or other examination irregularity is identified subject to the alleged nature of cheating or examination irregularity.

#### **8.5 Handling Examination Irregularities**

If a student is suspected of an examination irregularity, the following procedures shall be followed:

- (a) The invigilator(s) shall approach the candidate immediately.
- (b) The invigilator shall have the power to confiscate all unauthorized materials together with the respective answer booklet from the candidate. All confiscated

materials shall be fastened or pinned with the booklet withdrawn from the candidate.

- (c) The candidate shall be required to sign on the invigilator's written facts on the irregularity issue on the material time and place in front of the invigilator(s). In other words the candidate and one or more Invigilators shall be required to sign an Examination Irregularity form together with other evidences as the case may be.
- (d) The invigilator can request the witness student(s) to sign in the irregularity form for further evidence towards the incidence.
- (e) Failure to sign on the invigilator's Irregularity form or facts sheet shall mean accepting commotion in the examination room, which is tantamount to violation of examination regulations, and this, may lead to discontinuation from studies.
- (f) The candidate shall be given another booklet to continue writing the examination. After the examination is over the second booklet shall be collected and submitted together with the first booklet found with irregularity to the Registrar.
- (g) The Registrar shall process and submit the case of examination irregularity to the Examination Irregularity Committee for investigation and recommendation.
- (h) The Chairperson of EIC shall immediately submit the report of finding to the Principal who shall immediately suspend the alleged student pending to further action to be taken as per these rules and regulations.
- (i) The Examination Irregularity Committee shall submit a report on the findings and recommendations on possible penalties to the Academic Committee.
- (j) The Academic Committee shall deliberate on the case(s) of examination irregularity and make recommendation to the Academic Board Committee.
- (k) If it is established that, the candidate committed an examination irregularity the Institute's Board shall discontinue the candidate from studies. Otherwise candidate shall be reinstated.
- (l) The decision of Academic Board Committee shall be final and conclusive.

## 8.6 The summary of examination irregularities and the penalties

Examination Irregularities are prescribed in rules of the Revised Edition of Examination Rule and Regulations, 2022. The details of examination Irregularities and their respective penalties are presented in table 1, 2, 3, 4, 5 and 6.

**Table 1: Penalties for Examination Irregularities during Continuous Assessment (CA)**

S/N	Examination Irregularity	Penalty
1.	Copying another student's assignment part or whole of it.	(a) A student shall receive zero on the given assignment (b) The student shall not be given another assignment or mark-up, zero will be recorded as final score/mark.
2.	Submitting course work purporting to be his own while it is attempted by another student or person.	(a) A student shall receive zero on the component of the course work (b) The student shall not be given chance to repeat/supplement assignment or mark-up, zero will be final score/mark.
3.	Attempting course work on behalf of another student.	(a) Nullification of the candidate's test results at the level of study. (b) Discontinuation from studies for a period of four (4) semesters.
4.	Conduct any other form of cheating defined under these Regulations during continuous assessment.	The Institutes Academic Committee shall have powers to determine the punishment in relation to the gravity of the irregularity including discontinuation from studies without distorting other penalties stated in this regulation or without intervening other legal institutions.

**Table 2: Penalties for examination irregularities before semester examination**

<b>S/N</b>	<b>Examination Irregularity</b>	<b>Penalty</b>
1.	Any candidate who is found guilty of examination leakage (selling, buying, stealing or in any other way obtaining examination prior to the sitting for the examination) or Viewing examination questions prior to sitting for the examination	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters
2.	Entering with and/or possession of an unauthorized material in the examination room.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
3.	Refusing to shift by order of the invigilator and/or wilful distortion or violating of officially arranged sitting plan	He shall be liable for cancellation of the particular module results. The candidate shall be required to repeat the semester.
4.	Entering in the examination room with another student's identity card and/or examination number for the purpose of sitting for examination on behalf of that other student (Impersonation).	Cancellation of all of his examination results of all modules in that particular semester and shall be required to repeat the semester.
5.	Where a person is a student of TIRTEC but not a candidate of a particular examination where irregularity was established, commits the examination irregularity before semester examinations.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
6.	Attaching additional sheets in a book, statutes or entering with an annotated statute during open book examination.	Cancellation of all of his examination results of all modules in that particular semester and shall be required to repeat the semester.

7.	Where a person is not a student of TIRTEC commits an examination irregularity under these regulations.	TIRTEC shall report the case to the appropriate law enforcement organs.
8.	Under circumstances that a candidate is unable to do a paper or the entire examination, he should communicate in writing to the Principal through the Dean's Office, the respective Head of Department and the Registrar before the start of the respective examination paper. Failure to comply with this rule is committing to examination irregularity .this candidate shall have absconded from examination.	Cancellation of all of his examination results of all modules in that particular semester and shall be required to repeat the semester.

**Table 3: Penalties for examination irregularities during semester examination**

S/N	Examination Irregularity	Penalty
1.	Beginning the examination before being authorized.	He shall be liable for cancellation of his examination results of a particular module in that particular semester and he will be regarded to have failed the module.
2	Continuing the examination after being told to stop.	He shall be liable for cancellation of his examination results of a particular module in that particular semester and he will be regarded to have failed the module.
2.	Communicating or whispering with other candidates, either verbally or through other means as per rule 9.2.2 (a) (ii).	(a) Nullification of the candidate's examination results at the level of study. (b) Discontinuation from studies for a period of four (4) semesters.

3.	Collaborating with another student or any other person during examination.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
4	Copying the answers of another student.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
5	Exchanging answer sheets/booklets or answers for the purpose of assisting one another in attempting examination in or outside the examination room	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
6.	Aiding and/or abetting another candidate to copy from his answer booklet or any other document.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
7.	Aiding and/or abetting another candidate to copy from a script/booklet of another person.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
8.	Possessing and/or using unauthorized material. It shall not be a defence to argue that one did not intend to use the unauthorized materials	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
9.	Peeping at another student's examinations paper.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.

10.	Failing to comply with any examination rules, instructions, regulations or directions given by an invigilator.	He shall be liable for cancellation of his examination results of a particular module in that particular semester and he will be regarded to have failed the module.
11.	Refusal to sign on the Examination Irregularity Form by any student discovered committing examination irregularity	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
12.	Destroying or attempting to destroy any evidence related to any suspected irregularity rule.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
13.	Removing examination answer booklet or sheets from the examination room.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
14.	Detaching sheets from an answer booklet or sheets to facilitate copying by other candidates or other purpose.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
15.	Allowing another person to sit for the examination on one's behalf.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
16.	A candidate smoking, drinking alcohol and or being under the influence of the alcohol during the examination.	(a) Nullification of examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.

17.	Passing on or attempting to pass on during the examination, a copy of a question set in the paper or the question paper itself or a part of it or a solution of a question set in the question paper to anyone. .	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
18.	Any candidate who contravenes rule .by destroying college property or the property of another person.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.  (c) He shall be liable to compensation to the value of property destroyed.
19.	Possession of solution to a question set in the examination paper during the examination session inside the examination or outside the examination room.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
20.	A candidate who walks out in protest from the examination room.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
21.	Having access and/or consulting unauthorized materials outside the confines of the examination room.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
22.	Receiving unauthorized assistance from another student or person (Receiving external assistance).	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
23.	Giving unauthorized assistance by students who are not examination candidates (Giving external assistance).	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.

24.	Using another student's identity card(s) to seat for examination on behalf of that student (Impersonation).	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
25.	Using another student's examination number or forging examination numbers.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
26.	Taking out of the Examination room an Examination paper before the time for doing the paper is over.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
27.	Intimidating, coercing, scaring, terrorizing, bullying, assaulting, beating or any other act of embarrassing or mortifying or humiliating another student or invigilator(s) or any college officer involved in the conduct of examination during the examination process.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
28.	Scribbling in the examination question paper.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
29.	Indulging in any disruptive conduct including, but not limited to shouting, assaulting of another student/ candidate, using abusive language and/or threatening language, destruction of college property or the property of another person during examination.	(a) Nullification of the candidate's examination results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.

30.	<p>Caught consulting a fellow candidate books, note books or papers or any other matter found with the candidate while outside the examination room but during the examination session and before the candidate has handed over his answer booklet to the invigilator(s) or supervisor(s).</p>	<p>(a) Nullification of the candidate's examination results at the level of study.</p> <p>(b) Discontinuation from studies for a period of four (4) semesters.</p>
31.	<p>Hiring an agent(s) to do examination on behalf of the candidate(s) or any type of impersonation.</p>	<p>(a) Nullification of the candidate's examination results at the level of study.</p> <p>(b) Discontinuation from studies</p> <p>(c) The agent shall be reported to the police for further legal action.</p>
32.	<p>(b) Where an Invigilator or teaching staff or any employee of TIRTEC commits an examination irregularity under these regulations, such as:-</p> <ul style="list-style-type: none"> <li>(i) showing examination(s) answers;</li> <li>(ii) allowing candidate(s) to commit an offence such as making noise during examinations, bringing unauthorized materials in an examination room;</li> <li>(iii) mishandling examination script(s)/booklet(s) or examination results due to negligence or carelessness, collusion or ill motive or</li> <li>(iv) Committing examination irregularity in relation to rule 9.2.2, 9.2.3, 9.2.4 and/or 9.2.5 of the Examination Rules and Regulations, 2022.</li> </ul>	<p>His conduct shall be reported to the TIRTEC and TRC Management shall be dealt with in accordance with the rules or regulations pertaining to disciplinary action against staff in the public service and/or relevant laws and regulations.</p>

**Table 4: Penalties for examination irregularities during marking semester examination**

S/N	Examination Irregularity	Penalty
1.	Attaching additional sheets in the answer booklet which is or are already written down.	(a) Nullification of the candidate's test results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
2.	Replacing answer sheets handed out during the course of examination with ones written outside the examination room before, during or after the examination (substitution of answer booklets) which is or are already written down.	(a) Nullification of the candidate's test results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.
3.	Tempering or attempt to temper with examination booklets.	(a) Nullification of the candidate's test results at the level of study.  (b) Discontinuation from studies for a period of four (4) semesters.

**Table 5: Penalties for examination irregularities after marking semester examination involving instructor(s)**

S/N	Examination Irregularity	Penalty
1.	Distortion of examination records	His conduct shall be reported to the
2.	False presentation of information related to examinations results.	TIRTEC and TRC Management shall be dealt with in accordance with the rules or regulations pertaining to disciplinary action against staff in the public service
3.	Intentionally entering a wrong mark during processing of results.	and/or relevant laws and regulations.
4.	Tempering or attempt to temper with examination score sheets.	
5.	Negligence during proofreading of examination results.	

**Table 6: Penalties for examination irregularities that are prescribed in these guidelines**

1.	For cases of misconduct and/or unfair means not covered by these conduct of examination irregularities the Institute through its procedures shall determine and impose any punishment which appears to be appropriate vis-a-vis the nature of the irregularity.	The Institutes Academic Committee shall have powers to determine the punishment in relation to the gravity of the irregularity including discontinuation from studies without distorting other penalties stated in this regulation or without intervening other legal institutions.
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For any examination irregularity which has no punishment prescribed or covered in the Institute Examination Rules and Regulations, 2022, the Academic Committees shall have powers to issue a letter of warning either recommends to Academic Board Committee for cancellation of all examination results of all modules, or cancellation of examination results of that particular module or discontinuation from studies or combination of any of these punishments if it deems necessary to do so.

## CHAPTER NINE

### 9.0 MARKING OF EXAMINATIONS AND COMPILATION OF MARKS

#### 9.1 Marking and Compilation of Coursework

- (a) All tests, assignments and other forms of assessment made during the semester shall be completely marked and compiled before the end of examination preparation week (one week before commencement of semester examination) by the facilitator of the module concerned.
- (b) The coursework answer papers shall be returned to candidates after being marked before the commencement of the end of semester examinations.
- (c) Every facilitator is obliged to give students their aggregate coursework marks before commencement of the end of semester examinations.
- (d) It shall be the obligation of the student to verify the accuracy of his coursework results before the commencement of the end of semester examinations. If the student did not respond in verification of course work, the compiled course work will be deemed the course work is accuracy.

#### 9.2 Marking of End of Semester Examination

- (a) Markers for examinations shall be facilitators of TIRTEC.
- (b) The following guidelines shall be used when marking end of semester examinations: -
  - (i) No booklets or answer sheets shall be marked outside the specified marking venue or areas.
  - (ii) The marking shall be done within the time frame specified for by the DP- ARC.
  - (iii) Notwithstanding, the generality of this rule, marking shall commence one day after the last examination and if possible shall take not more than 14 days.
  - (iv) The marking time-table shall be issued stating commencement and ending of the marking session.
  - (v) Each marker or marking panel as the case may be, shall ensure that all forms provided by the office of the Registrar are duly filled.
  - (vi) For calculating pass marks, if fraction is half or more it shall be rounded up to the next higher figure and if fraction is less than one half it shall be ignored.
  - (vii) Ensure that all scores that are less than 10 are preceded by 0.
  - (viii) When marking at the respective campus or centrally, any anomalies noted by markers shall be reported without fail to the Head of Admission and Examinations Office or Registrar as the case may be.

- (ix) It is a serious case of negligence and misconduct for any person to carelessly destroy, damage, lose or misplace examination answer booklets during the examination handling process. Every time a marker or marking panel leader takes the booklets for marking he shall sign on a special examination logbook and shall do so again when returning them.
- (x) Any marker or person who commits such acts of negligence or misconduct under paragraph (b) above shall be subject to disciplinary proceedings and punished in accordance with the relevant TIRTEC or TRC rules and regulations.

(c) Markers shall observe the following while marking:-

- (i) Review the question papers paying particular attention to ambiguity of questions set that may lead to misinterpretation by candidates.
- (ii) A marker or marking panel shall counter check and satisfy himself/themselves that the model answers for the module to be marked are correct.
- (iii) Marking shall be done according to the marking guides.
- (iv) Marks shall be allocated according to the distribution of marks indicated on the question paper and/or marking guides.
- (v) Students shall be expected to use either black or blue pen in writing their examinations and pencils for sketches and drawings. The marker shall use a red pen.
- (vi) Unless annotation within the text of an answer is unavoidable, the marker shall write only within the margins of the answer sheet.
- (vii) Marks for individual parts of the question shall be written in the right margin. The total marks for the question shall be ringed for ease of identification and written in the right margin at the end of the answer. The total marks shall be copied into the mark table at the front cover of the answer booklet and later transferred into the module mark form no. 3 (b) indicated in the Examination Rules and Regulations, 2022.
- (viii) The overall total mark for the script/booklet must be an integer. Fraction marks may be allocated to component parts of questions. To facilitate checking, marks must not be indicated by „+/-„symbols, or any other cryptic notations, unless it is part of the instructions.
- (ix) Each page that has been considered by the marker (including all rough work) must have some indication to this effect. If a page attracts no mark or comment, the marker shall put a line down the right margin to indicate that the page has been seen.

- (x) For the benefit of External Examiners, in cases where the rationale for allocation of an individual mark may not be self-evident, the marker shall provide an explanatory note in the right margin.
- (xi) All answers submitted by a Student must be marked. If the Student has answered more questions than indicated by the examination rubric, the marks from one or more questions must be disregarded in order to obtain the appropriate number of question marks. (The lowest-mark question(s) shall be disregarded, unless this result is in a conflict with the rubric).
- (xii) For each examination script/booklet, the marker must ensure that all pages have been marked, that all additions are correct, that the student's marks have been appropriately allocated in the light of the examination rubric, and that all totals have been correctly transferred to the cover of the examination booklet and to the module.
- (xiii) All markers shall submit their initials to the head of the panel such initials shall be used as signatures when totalling marks for each question on the mark table at the front cover of the answer booklet.

(d) The marking panel shall write a report of the panel including their opinion on the performance and submit it to the Registrar or Campus Manager where marking is conducted at the respective campus or to DP - ARC through the Registrar where marking is conducted centrally.

### **9.3 Moderation of Marked Scripts/Booklets**

- (i) The DP-ARC through the Registrar or Campus Manager through Examination Officer shall provide to the appointed External Examiners marked examination papers, model answers, solutions, marking guides and course curriculum for each module for moderation.
- (ii) For Quality Assurance purposes, appointed External Examiners shall check at least 30% of all marked papers and intervene if they believe that a marker did not mark according to the marking criteria.
- (iii) The External Examiner shall make random sampling of the marked scripts from the excess scores, moderate scores and lowest scores in each module.
- (iv) External Examiners shall review the marked scripts/booklets, model answers/solutions and the marking guides and give their critical recommendations report to the Principal and Campus Manager for Morogoro campus. Then the Principal shall communicate with DP – ARC in order to adopt the recommendations.

- (v) The Principal may submit the report of recommendations to the Secretary of Academic Committee Meeting where applicable for discussion and adoption in the meeting for improvement.
- (vi) The Head of Admission and Examination Office or Registrar shall consult the DP-ARC as the case may be to ensure that comments and recommendations by External Examiners are incorporated in the final printed examinations results to be submitted to Academic Committee Meeting of the campuses and the institute.

#### **9.4 Compilation of Marks of the Semester Examinations**

The following shall be considered in the compilation of marks of the Semester Examinations: -

- (i) The Academic Head of Departments shall be responsible for the compilation of marks for the Semester Examinations in collaboration with the Head of Admission and Examination Office or Examination officer.
- (ii) The module score sheet shall be written by blue or black pen that shall indicate score for each student in each question attempted by student and be printed such that it shows course, year of study or semester, module name and code, date and shall be checked, and signed by markers.

#### **9.5 Declaration and Publication of Final Examination Results**

- (a) The power to declare the end of semester examination results is absolutely vested in the Academic Board Committee.
- (b) The Institute's Academic Committee shall publish or release provisional examination results subject to a subsequent formal approval and declaration by the Academic Board Committee.
- (c) The Secretary to the Academic Board Committee shall publish the end of semester examination results not later than a week following the declaration and approval of the same by the Institute's Board.

#### **9.6 Form of Publishing the Results**

Results published may be in the following form;

- (a) Only grades for examinations and other summative assessments shall be made available to students once provisional examination results have been released by the Academic Committee or approved by the Academic Board Committee.
- (b) Approved results shall show grade obtained in each module of the semester, the semester GPA and annual GPA of each student. They should also indicate

passes and any other remarks (discontinuation, withheld results, postponement, repeat year, incomplete, supplementary, re-take) for students failing to achieve required standards as determined by the TIRTEC Academic Board.

## CHAPTER TEN

### 10.0 Examination Results Approval Procedures

The Institute shall use the following systems to approve examination results and ensure that, the academic standards, quality and integrity are maintained. The composition of members in each committee involved in the examination approval procedures refer to part rule 4.2.0 of the Examination Rules and Regulations, 2022.

#### 10.1 Departmental Academic Committee

The Departmental Academic Committee shall be constituted by all academic staff members of the respective department. They shall ensure that, all examinations including continuous are conducted according to the examination rules and regulations. The Departmental Academic Committee shall be responsible to the Institute's Academic Committee.

##### **Responsibility:**

- (a) Evaluate Course Work of each candidate including classroom attendance and approve at least one (1) week before the start of end of semester examinations.
- (b) Review the performance in every module of study in respect to approved curriculum.
- (c) Provide a written report containing appropriate recommendations to the Institute's Academic Committee (AC) to rectify anomalies found in any examination and curriculum.
- (d) Deliberate on External Examiner's recommendations for each module.
- (e) Report any findings and recommendations to the Academic Committee of the institute.

#### 10.2 Academic Committee of the Campuses

There shall be an Academic Committee of the Tabora Campus and Morogoro Campus whose responsibilities include;

- (a) The Campus Academic Committee shall deliberate all academic matters (Examinations results, irregularities, examination reports and students performance) at departmental level and make recommendations to the institute's Academic Committee.
- (b) The Committee shall be responsible to initiate various academic policies and regulations then make recommendations to the Institute's Academic Committee.

(c) The Campus Academic Committee shall be responsible for all academic matters at the department and submit all recommendations to AC.

### **10.3 Academic Committee of the Institute**

There shall be an Academic Committee of the institute whose responsibilities include;

- (a) The Academic Committee shall receive and deliberate all academic matters (Examinations results, irregularities, examination reports and students' performance) and make recommendations to the Academic Board Committee.
- (b) This Committee shall be responsible to publish or release provisional examination results subject to approval by Academic Board Committee.
- (c) The Academic Committee shall receive and deliberate academic policies and regulations and make recommendations to the Academic Committee of the Board for approval.

### **10.4 Examination Appeals Committee**

There shall be Examination Appeals Committee.

#### **Responsibilities:**

- (a) To receive candidates' examinations results appeals.
- (b) The Committee shall investigate, discuss and submit recommendations to the Academic Board Committee.
- (c) To make recommendations to Academic Board Committee of the Institute's Advisory Board.

### **10.5 Examination Irregularities Committee**

There shall be Examination Irregularities Committee of the Institute;

#### **Responsibilities:**

- (i) To investigate and ascertain the truth on the cases of examination irregularity immediately as the case may happen and propose suitable penalty to AC according to the Examination Rules and Regulations.
- (ii) Recommend an immediate action to be taken against the candidate pending considerations by the Institute's Academic Committee.
- (vi) Submit a report with recommendations to the Academic Committee which will discuss and submit recommendations to the Academic Board Committee.

## **10.6.0 Approval of Examination and Declaration for Awards**

The Academic Board Committee shall approve and declare for the awards and its decisions shall be final and conclusive.

### **10.6.1 Power to Revoke Academic Award**

The Academic Board shall have the power to revoke the academic award and withdraw the certificate from the graduate if it is established that the candidate violated one of the examination and admission rules and regulations at any time after award of certificate.

### **10.6.2 Academic Board Committee**

This is the supreme organ of the Institute with mandate to handle and make final decisions of all matters related to academics especially examinations composition examination Board.

#### **(a) Responsibilities of Academic Board Committee**

- (i) To deliberate and approve end of semester examination results as submitted by the Institute Academic Committee.
- (ii) To deliberate and approve the cases of examination irregularities as submitted by the Institute Academic Committee.
- (iii) To deliberate and approve the examination appeals as submitted by the Examination Appeal Committee of the institute.
- (iv) To receive the report of new selected applicants to join the institute for new academic year.
- (v) To deliberate and approve various academic matters as submitted by the Academic Committee.
- (vi) To oversee, maintain and enhance the required academic standards, quality and integrity at the Institute.
- (vii) Academic Board Committee Decision shall be final and conclusive and shall be communicated by the Secretary to the students.
- (viii) The Academic Board Committee shall report its resolutions to the Institute Advisory Board.

#### **(b) Composition of Academic Board Committee**

The following members shall constitute the Examination Board:

- (i) Chairperson any member of the governing council provided that is not one of the Institutes employee
- (ii) The Advisory Board members from outside the Institute

(iii) DP – PFA	-	invitee
(iv) Registrar	-	Member
(v) Heads of Academic Department	-	Member
(vi) Dean of Students	-	Invitee
(vii) A President TIRSO		Member
(viii) Principal	-	Co-opted Member
(ix) DP – ARC	-	Secretary

#### **10.6.3 Amendment and Review of Examination Rules and Regulations**

The amendment and review of examination rules and regulations shall be done from time to time as deems necessary by the Academic Committee and shall be approved by the Academic Board Committee then signed by the Chairperson of Advisory Board. The Academic Board Committee shall report to Advisory Board.

## CHAPTER ELEVEN

### 11.0 ASSESSMENT, EVALUATION AND CLASSIFICATION OF AWARDS

#### 11.1 General Conduct of Assessment and Evaluation

The conduct of assessment guidelines shall be used to ensure proper conduct and administration of Assessment. The assessment shall comprise continuous assessment and end of semester examination. The marks shall be awarded out of 100%.

- (a) There shall be formative and summative assessment which shall be administered by TIRTEC that shall contribute to evaluation of academic awards that shall be conferred by TIRTEC.
- (b) The formative assessment shall comprise continuous assessment or coursework assessment scores and summative assessment shall involve semester examinations scores both shall contribute to the assessment of final grade.
- (c) The guidelines for marking of continuous assessment, recording, and submission of scores to TIRTEC shall include coursework or continuous assessment scores and semester examinations scores.
- (d) Course work for NTA Level 4 to NTA Level 6 shall consist of assessment which includes assignments, quizzes, tests or other tasks as prescribed in the continuous assessment (CA) and shall carry the assigned weight as provided in the respective curricular. The scores or marks of CA shall be recorded in CA FORM NO. 3 (a&b) and that for SE results shall be recorded in SE FORM NO. 3 (c) as prescribed in Institute's Examination Rules and Regulations, 2022.
- (e) The pass marks for NTA Level 4 to 5 is 50% and pass mark for NTA Level 6 is 45% after compilation of coursework and semester examinations results.
- (f) Coursework shall be administered during the semester in accordance with the schedule specified in the institute's almanac or as directed by the DP-ARC.
- (g) Academic Departments shall provide to students every year at the beginning of the semester, a clear statement on how each of their courses will be assessed, specifying what weighting is to be assigned to the various components of the assessment scheme.
- (h) If oral performance is to be assessed there shall be specific teaching relating to it, the students should be aware of how it is to be assessed, and special efforts should be made to involve a number of staff in assessing the oral presentation.

- (i) Students shall be informed about their performance in continuous assessment throughout the semester before the start of semester examination so that they can monitor their progress.
- (j) At the beginning of a module comprising of practical work or field work assessment, the nature of the work and how it is to be assessed shall be explained to the students through the Assessment Plan or Fieldwork Assessment Manual. In particular, the following shall be taken into consideration in the assessment of a practical or research or field or project work:
  - (i) Assessment of a major project work or group work shall include an oral examination (viva-voce) at which the student is asked questions to determine the depth of understanding.
  - (ii) The deadline for submission of reports must be noted and observed by the students i.e. two weeks after the beginning of the following semester or as shall be determined by the institute almanac.
  - (iii) Penalties for late submission leading to loss of marks shall clearly be spelt out to candidates at the beginning of the module.
  - (iv) Essays and assignments shall be assessed on the basis of student's ability to;
    - (1) Discuss a topic,
    - (2) Present evidence of research or project,
    - (3) Weigh up different points of view,
    - (4) Offer their own ideas and opinions supported by reasoned argument and
    - (5) Present the whole in a well-structured manner as per institute guidelines that shall be prescribed before the start of task assigned.

## **11.1 Guidelines on Assessment of Continuous Assessment**

- (a) **Guidelines to Facilitators regarding conducting continuous Assessment:**
  - (i) Each facilitator shall prepare a course outline and provide its copy to his students at the beginning of the semester.
  - (ii) Answer scripts for continuous assessments such as tests, assignments and related assessment shall be returned to students after marking. Scripts of the same must be returned to students before the subsequent assessment.
  - (iii) The assessment for each module shall be completed prior to end of semester Examinations i.e. One week before commencement of semester examination.
  - (iv) Each facilitator shall disclose to students continuous assessment scores and require them to sign before end of semester examinations commence.

- (v) Results for Continuous Assessment shall be submitted by the facilitator to respective Head of Academic Department.
- (vi) There shall be assessment plan for each module or course that will guide facilitators and examination setters, moderators or TIRTEC management to ensure competence is achieved.

**(b) Guidelines to Students regarding Continuous Assessment**

- (i) It is a responsibility of a student to ensure that he attempts tests, assignments and any other work issued by the facilitator during the semester.
- (ii) It is a responsibility of the student to sign his own coursework prior sitting for the end of semester examinations.
- (iii) If a student does not sign his continuous assessment of any module due to any reason, it shall be deemed that he has agreed to the existing score marks and such marks shall be recorded as final; unless otherwise he proves beyond doubt in writing by giving valid evidence to the Head of Department or any other relevant authority to the contrary.
- (iv) The Student shall be required to check completeness of marking and correctness or records of marks and additions prior to signing assessment results.

**(b) Submission of Continuous Assessment Marks**

- (i) Marks for students' course work must be uploaded on the existing institute's Students Information System two weeks before the start of end of semester examinations or any other time as may be set by the institute management.
- (ii) The respective facilitator must adhere to the time set by the management for compilation of continuous assessment marks. If one delays the submission of the results without serious reasons or due to neglect, appropriate disciplinary measures shall be taken against him.
- (iii) The facilitator shall submit two copies (original and copy) of coursework to the Head of Department. The Head of Department shall submit the original copy to the Head of Admission and Examinations Office or Examinations Officer for safe Custody and retain the copy.
- (iv) The hard copies of Continuous Assessment marks shall be signed by the Module(s) facilitator and the respective Head of Academic Department.

## 11.2 Guidelines on Assessment of Semester Examinations

- (a) A student shall not be allowed to sit for the end of semester examinations if he does not meet the eligibility criteria outlined under **rule 3.1** of these regulations.
- (b) In the event a student fails to attend end of semester examinations for any acceptable reason, he shall follow the procedures outlined under rule 3.4 of these regulations.
- (c) Written Semester Examinations shall consist of at least two to two and half (2 – 2.30) hours for NTA Level 4; and two and a half to three (2.30 – 3.00) hours for NTA Level 5 to 6.
- (d) Marking shall be done as per guidelines stipulated under rules 10.1 and 10.2 of these regulations.

The final mark attained in each module shall be 100%. The final mark for each module shall be graded and rated as in the table 7 below:

**Table 7: Details for Semester Assessment Components Rating and Weighting**

S/N	Assessment Component	Frequency	Marks @ Submission	Total Marks
1.	Individual Assignment (IA)	1	5	5
2.	Practical Individual Assignment (PIA)	1	15	15
3.	Group Assignment (GA)	1	5	5
4.	Practical Group Assignment (PGA)	1	15	15
5.	Classroom Test (CT)	2	@10	20
<b>Sub total</b>				<b>60</b>
6.	Semester Examination (SE)	1	40	40
<b>Grand Total Marks</b>				<b>100%</b>

## 11.3 Guidelines on Assessment of Fieldwork

- (a) There shall be fieldwork, research or project work to students depending on curricula of their programmes.
- (b) Each student shall be allocated a supervisor who will guide him throughout the process of fieldwork, research, or project work.
- (c) For students undertaking fieldwork, they will be required to attach themselves or guided by the institute where applicable in various organizations for such a period as specified in the respective curricula in order to acquire practical skills.

- (d) The student shall bear all the costs during the whole period of the fieldwork training such as subsistence, transport, stationeries and all costs that shall be applicable.
- (e) Students shall submit their field reports, research reports and project reports to the supervisor within time allocated.
- (f) Supervisors shall assess and mark field reports, research reports and project reports on the basis of respective guidelines issued by the TIRTEC and they shall submit the marked report to the Head of Department at the date set by the Institute Management.
- (g) In assessing the field report, the assigned supervisor shall consider the student's logbook as part of the field report.
- (h) Field report, research report and project report shall be marked out of 100%.
- (i) A student who fails field report, research report, project or practical shall be required to resubmit the work in the supplementary examination season of the same academic year provided that, the total GPA in a year is not below than 2.0 in the NTA level course pursued, and he shall be awarded a grade of "C" if he passes and re-take it if he fails supplementary examination .
- (j) The resubmitted report shall be assessed exclusively on the basis of the report. However, a student re-submitting field report shall be required to submit it with a copy of the daily log book.
- (k) A student who fails to submit his field report, research report, project or practical within allocated time shall be considered to have got a supplementary hence if passed be awarded a grade of "C".
- (l) The student who did not attend during the scheduled time as per institute almanc he shall be liable to attend field work practical training when next offered by the TIRTEC management at the candidates' own expenses.
- (m) The student who fails fieldwork practical training shall be discontinued from studies.
- (n) The assessment of Field Practical Training will be expressed in terms of Continuous Assessment (CA) and Semester Examination (SE) to comply with examination NACTVET guidelines where the examination results are posted in terms of CA and SE. The CA will comprise 60 marks and the SE will comprise 40 marks, the total marks will be 100%. Assessment Components and Weighting of Field Practical Training is indicated in Table 8:

**Table 8: Details for Assessment Components and Weighting of Field Practical Training**

<b>Continuous Assessment Components</b>		
<b>S/N</b>	<b>Assessment Component</b>	<b>Marks @ Submission</b>
1	Instructor's (Institute's Supervisor) report	40
2	Industrial Supervisor's report	20
<b>Sub-Total</b>		<b>60</b>
<b>Semester Examination Components</b>		
4	Student's Logbook	20
5	Student's Field Report	20
<b>Sub-Total</b>		<b>40</b>
<b>Grand Total</b>		<b>100%</b>

## **11.4 Grading System and Classification of Awards for NTA Level 4 – 6**

### **11.4.1 Grading System**

Marks will be awarded out of 100 per cent. The final grade of the student is based on the average points scored for all modules. The marks so obtained from different assessment components will be graded as follows:

#### **(a) Grading System for NTA Level 4 – 5**

**Table 9: Grading System for NTA Level 4 – 5**

<b>S/No</b>	<b>Score Range</b>	<b>Grade</b>	<b>Grade Point</b>	<b>Definition</b>
1	80 – 100	A	4	Excellent
2	68 – 79	B	3	Good
3	50 – 64	C	2	Average
4	40 – 49	D	1	Poor
5	0 – 39	F	0	Failure
6	-	I	-	Incomplete
7	-	Q	-	Disqualification

- (i) C or higher grade shall be a pass in all modules for safety basis.
- (ii) A student who scores "D" or "F" in any modules shall be considered to have failed in that module subjected to do supplementary examination provided that he attained a GPA of 2.0 and above.
- (iii) A student who fails to complete the course is given incomplete grade (I) due to acceptable reasons approved by the institution.

(iv) Disqualification grade (Q) is awarded to a student who has attained a GPA of below 2.0 or the student who is guilty to examination irregularity.

**(b) Classification of Award for NTA Level 4 – 5**

The classification of awards for NTA levels 4 and 5 shall be granted to a candidate who satisfies the following conditions;

- (i) Completed and passed all prescribed credit modules at grade A, B or C.
- (ii) Obtains the overall cumulative grade point average (GPA) equivalent to pass as classified in table 10 below;

**Table 10: Class of Award for NTA Level 4 – 5**

CLASS OF AWARD	CUMMULATIVE GPA
First class	3.5 – 4.0
Second class	3.0 – 3.4
Pass	2.0 – 2.9

**(c) Grading System for NTA Level 6**

**Table 11: Grading System for NTA Level 6**

Score Range	Grade	Grade Point	Definition
75% – 100%	A	5.0	Excellent
65% – 74%	B+	4.0	Very good
55% – 64%	B	3.0	Good
45% – 54%	C	2.0	Average (Satisfactory)
35% – 44%	D	1.0	Poor
0% - 34%	F	0	Failure
-	I	-	Incomplete
0	Q	0.0	Disqualification

- (i) C or higher grade shall be a pass in all modules for safety basis.
- (ii) A student who scores "D" or "F" in any modules shall be considered to have failed in that module subjected to do supplementary examination provided that he attained a GPA of 2.0 and above.
- (iii) A student who fails to complete the course is given incomplete grade (I) due to acceptable reasons approved by the institution.
- (iii) Disqualification grade (Q) is awarded to a student who has attained a GPA of below 2.0 or the student who is guilty to examination irregularity.

**(d) Classification of Award for NTA level 6**

The awards for the NTA level 6 shall be granted to a candidate who satisfies the following conditions;

- (i) Completed and passed all prescribed credit modules at grades A, B+, B or C.
- (ii) Obtains the overall cumulative grade point (GPA) equivalent to pass as classified in table 12 below;

**Table 12: Summary of classification for awards of NTA Level 6**

Class of Award	Cumulative GPA
First Class	4.4 - 5.0
Upper Second Class	3.5 - 4.3
Lower Second Class	2.7 - 3.4
Pass	2.0 - 2.6
Failure	Below 2.0

**11.5.0 General Conditions for Passing Module(s)**

The score of course work and end of semester examination shall be recorded in whole number with one decimal point. The final assessment score vis-a-vis letter grade for each candidate in a module shall be rounded off to the nearest whole number and determined by the scale from 0% to 100%. The letter grade shall comply with the grading system. Unless it is specifically stated in the module(s), the assessment of final score shall be as follows;

- (a) For NTA level 4 and 5 the minimum pass score for each module shall be 50%.
- (b) For NTA level 6 the minimum pass score for each module shall be 45%.
- (c) A student who fails the Continuous Assessment (CA) component shall not be eligible to sit for the end of semester examination and shall be required to retake the failed module(s) in the subsequent academic year.
- (d) Each candidate who fails the total final score of module examination shall be deemed to have failed the module and shall sit for supplementary examination provided the GPA is 2.0 or above.
- (e) A student shall be required to sit for all components of Continuous Assessment e.g. quiz, assignment, tests, presentation and practical where applicable.
- (f) 'A' grade shall be the highest pass grade and 'C' grade would be the minimum pass grade while grade 'D' and 'F' shall be regarded as fail that shall be applied to all NTA Levels (NTA Level 4 – 6).

### **11.5.1 Calculation of the Cumulative Grade Point Average (GPA)**

Grade Point Average (GPA) refers to a system of judging student's performance. It is computed from marks achieved by students in each module by combining results of Continuous Assessment (CA) and end of Semester Examinations (SE).

(a) A cumulative grade points average (Cum GPA) for each candidate shall be computed by dividing the sum of the product of Grade Points and the Number of Credits by the sum of credits.

$$\text{i.e. cumulative GPA} = \frac{\text{Sum of } (P \times N)}{\text{Sum of } N} \quad \text{or} \quad \text{GPA} = \frac{\sum (\text{Grade Points} \times \text{Credits})}{\sum \text{Credits}}$$

Where: "P" - Represent a grade points assigned to letter grade scored by the students on a module.

"N" - Represents the Number of Credits associated with the module.

(b) The Grade point Average (GPA) shall be computed and truncated into one decimal point.

### **11.5.2 Progression and Exit**

Candidate who satisfies the examiners by attaining the pass mark in all modules of any academic year shall;

- (a) Be promoted to the next subsequent NTA Level of study.
- (b) For a candidate who wishes to exit at the level of study shall be awarded Ordinary Diploma, Technician Certificate and Basic Technician Certificate in the respective programme of study.

## **11.6.0 Trainees'/Students' Work**

### **11.6.1 Originality of work**

All candidates' work submitted for assessment shall as far as possible be the candidate's own original work. The following guidance offers to assist candidates as criteria for originality in academic work:

- (a) Work can be designated original only when its subject is presented as far as possible in a unique way, that is, a form that differs from that which is available in published works, lectures/seminars hand-outs and the work of other students past or present or any other author;
- (b) Originality does not prohibit the proper use of published and unpublished materials which are properly acknowledged.

### **11.6.2 Plagiarism**

- (a) Plagiarism means and includes copying, lifting, stealing, illegal use, bootlegging of work or any other or passing off of the words or ideas of someone else as his own without proper acknowledgment or crediting of original source mode or use of academic work that constitute breach of copyright.
- (b) Any candidate who commits plagiarism shall be liable for cancellation of the work and he will be required to resubmit the work where he will be awarded a grade of "C" upon passing

## CHAPTER TWELVE

### 12.0 CONDITIONS OF OTHER ACADEMIC MATTERS

#### 12.1 Conditions for Postponement of Studies

- (a) Candidate (s) may be granted permission to postpone studies for reasons of serious nature with proven evidence granted by the Principal.
- (b) A student who intends to postpone studies shall fill a postponement form POS Form 2(a) and submit to the Principal stating his intention to postpone studies and reasons thereof, and he shall not be allowed to postpone unless he receives a feedback from the Principal that his request has been accepted.
- (c) The maximum duration for a student to postpone studies is two (2) consecutive semesters or one (1) years. At the expiry of the first two (2) semesters the student shall apply to seek afresh for the second term of two semester's postponement.
- (d) Upon successful re-admission the student shall pay the tuition fee and other financial obligations and be registered as would be determined by the Institute procedures.
- (e) On re-admission (resuming studies) the student shall submit official documents POS Form No. 2(a) shown in the Examination Rules and Regulations, 2022 (granted him/her to postpone studies)
- (f) No one shall be allowed to postpone more than once in one level (NTA Level) of award except for compelling medical grounds.

#### 12.2 Conditions for Resume of Studies

- (a) A student who wishes to resume studies after postponement must give notice to the Principal by filling Resume Form ROS No.2 (b) indicated in the Examination Rules and Regulations, 2022 prior to the start of the registration period of the relevant semester.
- (b) A student who fails to report to the institute timely after his postponement period is due, shall be required to re-apply the particular NTA Level in case he wishes to continue with studies.
- (c) A student wishing to postpone studies shall apply within one month from the opening date of a new semester.
- (d) Where a student leaves the institute without official permission to postpone studies, he shall be dismissed from studies and he shall be required to re-apply the particular NTA Level and start a programme afresh on return.

## **12.3 Conditions for Repeating a Semester or an Academic Year**

### **12.3.1 Condition for repeating a semester**

- (a) A student shall be required to repeat a semester if:
  - (i) He has incomplete in more than half of all modules of a given a semester in a given NTA Level.
  - (ii) He has reasonable evidence beyond doubt that shall be approved by the Principal or any other authority provided as per examination guidelines.
- (b) Failed module in sub rule (a) above shall mean modules failed in the first sitting examinations or incomplete modules.
- (c) A student repeating a semester shall study all modules afresh and repay tuition fees for the particular semester.

### **12.3.2 Condition for repeating an Academic Year**

- (a) A student shall be required to repeat an academic year if:
  - (i) He has incomplete in more than half of all modules of a given a semester in a given NTA Level.
  - (ii) He has reasonable evidence beyond doubt that shall be approved by the Principal or any other authority provided as per examination guidelines.
- (b) Failed module in sub rule (a) above shall mean modules failed in the first sitting examinations or incomplete modules.
- (a) A student repeating an academic year shall study all modules afresh and repay tuition fees for the particular semester.

### **12.3.3 Condition for re-taking the module(s)**

- (a) Once a student fails supplementary examination shall be eligible to re-take the failed module(s) provided that his annual GPA is not less than 2.0 and shall not be promoted to the next NTA Level until he passes the re-take module(s).
- (b) The student shall be liable to pay the required prescribed re-take fee before the start of the semester.
- (c) The student who fails the re-take module(s) provided that his annual GPA is not less than 2.0 shall be subjected to supplementary examination(s) of the failed module(s) when next offered.
- (d) Any student who failed supplementary examination(s) of re-taking a module(s) shall be discontinued from studies and his examination results in the respective NTA Level shall be **Null** and **Void** regardless the magnitude either semester GPA or annual GPA whether is 2.0 and above or is less than 2.0.

(e) Once a student failed the supplementary examination of the re-take module(s) from 13.4 (d) of the Examination Rules and Regulations, 2022 shall be discontinued from studies and apply afresh as new applicant during the subsequent academic year.

#### **12.3.4 Conditions for Discontinuation from Studies**

- (a) Candidates who fails modules at the end of the academic year and gets annual GPA less than 2.0 shall be discontinued from studies.
- (b) Candidates found cheating in any manner as prescribed in rule 9.4 shall be discontinued from studies.
- (c) Absence from any examination without compelling reasons and sufficient evidences communicated to the Principal in advance before commencement of the end of semester examination shall be discontinued from studies.
- (d) Any students who fail in supplementary examination and gets annual GPA less than 2.0 shall be discontinued from studies.
- (e) Students who commit any disciplinary offense or criminal act and proved beyond reasonable doubts by relevant committee or authority shall be discontinued from studies.

#### **12.3.5 Conditions for Re-admission into Studies**

- (a) Candidate who has been discontinued from studies based on poor academic performance shall be allowed to be re- admitted in the subsequent academic year if he wishes. The candidate shall apply afresh to seek admission together with other new applicants.
- (b) Candidates who have been discontinued based on examination irregularity shall not be re-admitted until after four (4) semesters have elapsed. The year of re-admission shall be determined by the Institute procedures and shall be subject to submission of satisfactory evidence of commitment to the Principal that, the candidate shall not repeat to commit any of the examination irregularity.
- (c) In case (a) above where appropriate, re-admission shall be determined by a completion of entry examination, oral interview or any other appropriate procedures to be determined by the Institute. This privilege shall not apply to students discontinued on non- academic matters.
- (d) The student discontinued from studies due to indiscipline or criminal case(s) shall not be re-admitted at the institute in any subsequent academic year.

## CHAPTER THIRTEEN

### 13.0 STUDENT TRANSFER

Student transfer involves transfer from one campus to another within TIRTEC or from TIRTEC to other institutions or from other institutions to TIRTEC.

#### 13.1 Transfer of students within, to and from TIRTEC

- (a) TIRTEC shall allow transfer of students from one campus to another within TIRTEC, or from TIRTEC to other Institutions recognized by the regulatory authority, or from other institutions recognized by regulatory authority to TIRTEC subject to sub rule (b) and (c).
- (b) A student may transfer from any other institution to TIRTEC and vice versa to study in one of the programmes of study provided that: -
  - (i) The programmes content of study between the two institutions are alike and compatible;
  - (ii) Grading and assessment criteria of the programmes are compatible and accepted by the Academic Board Committee;
  - (iii) Expenses paid to TIRTEC by the student or requesting institution have been accepted by TIRTEC.
  - (iv) The other institution that a student transfers to or from is also recognized by the Regulatory Authority.
  - (v) Any other criteria as determined by the institute.
- (c) A student may Transfer to a different TIRTEC campus provided that the stipulated reasons for requesting a transfer are accepted by the Principal.

#### 13.2 General Procedures Regarding Transfers to another TIRTEC Campus or Institution

The following shall apply if a student wishes to transfer from one TIRTEC Campus to another Campus or from TIRTEC to another Institution;

- (a) A student shall write a letter to the Principal requesting for transfer through the Head of the destination campus or institution for recommendations.
- (b) The Principal shall satisfy himself on the validity of the reasons for the requested transfer by communicating with parents, next of kin(s) or sponsor of the student.

- (c) In case a transfer requested is to a different institution, the office of the Head of Admission and Examinations Office or Examination Officer shall assist the Principal in establishing the compatibility of the programmes between TIRTEC and the other college.
- (d) Upon being satisfied with the grounds for requesting the transfer, the Principal may allow the student to transfer to the desired campus or a different institution, provided that for a transfer to a different institution permission shall be granted only when the programmes between the two institutions are proved to be compatible.
- (e) A student shall not be allowed to transfer until he receives a letter confirming that his transfer has been approved.
- (f) Four copies of the transfer letter shall be made. The first one will be issued to the student concerned, the second will be left in the campus transfer file at the registry office, the third will be left at the Registrar's Office, and the last copy will be sent to the destination campus or institution and it shall be attached with the Student Transfer Form in a prescribed form (ST Form No. 13) as indicated in the Examination Rules and Regulations, 2022 that contains results of the student.
- (g) Request for transfer shall be lodged within the first month after the opening date of a given semester.

### **13.3 Specific Procedures for TIRTEC inter-campus Transfer**

If a student wishes to transfer from one TIRTEC Campus to another, the following specific procedures shall apply;

- (a) A student shall be bound by the provisions of rule 14.2 (a)(b)(c) (e)(f) and (g) of Institute Examination Rules and Regulations, 2022.
- (b) Upon arrival to the destination campus, the student shall be required to produce the transfer letter.
- (c) The Examination Transfer Sheet that contains results shall under no circumstance be attached to the student's copy of transfer letter. The Examination Transfer Sheet must be sent to the destination campus separately attached with the transfer letter using methods such as Postal Mail, EMS or any other acceptable means of sending and receiving official letters.
- (d) Procedures set by the regulatory authority regarding transfers shall be observed.

### **13.4 Specific Procedures for Transfer from TIRTEC to another Institution**

Transfer of student to another technical institution shall follow the following procedure;

- (a) A student shall be bound by the provisions of rule 14.2 of the Examination Rules and Regulations, 2022.
- (b) Procedures for enrolling the students to the destination Institution shall be determined by the destination institution.
- (c) Procedures set by the regulatory authority regarding transfers shall be observed.

### **13.5 Specific Procedures for Transfer from another Institution to TIRTEC**

If a student has been enrolled to a different institution and wishes to transfer to TIRTEC, the following shall apply;

- (a) He shall write a letter to the Principal requesting transfer to TIRTEC.
- (b) The Principal before accepting the request shall evaluate the request on the
  - (d) basis of requirements of the provision of rule 14.1(b) of the Examination Rules and Regulations, 2022.
- (c) Other procedures set by the regulatory Authority regarding transfers shall be followed to complete the transfer.

## CHAPTER FOURTEEN

### 14.0 CONFERMENT OF ACADEMIC AWARDS

The institute shall have a power to grant academic awards to the students who have successfully completed a long term programme offered by TIRTEC. The institute shall confer the following academic awards:

- (a) Basic Technician Certificate (NTA Level 4) programmes that shall be approved by TIRTEC Academic Board and the relevant regulatory authority;
- (b) Technician Certificate (NTA Level 5) programmes that shall be approved by TIRTEC Academic Board and the relevant regulatory authority;
- (c) Ordinary Diploma(NTA Level 6) programmes that shall be approved by TIRTEC Academic Board and the relevant regulatory authority and
- (d) Any other academic award that shall be approved by TIRTEC Academic Board and the relevant regulatory authority such as short courses, induction courses, refresher courses, tailor made courses, etc.

### 14.1. Issuing Academic Progress Reports, Certificates and Transcripts

- (a) Academic Progress Reports shall be issued upon the student's request after complying to the following conditions:
  - (i) Paying the required fee as shall be determined by TIRTEC as per 1<sup>st</sup> schedule.
  - (ii) Upon successful completion of a given semester(s) or academic year.
  - (iii) Upon provisional of examination results by the authorized academic committee as per Rules 10.7 of the Examination Rules and Regulations, 2022.
- (b) Academic Transcripts and Certificates shall be issued to the graduates:
  - (i) Upon completion of a given NTA Level, a student shall be issued Academic Certificate and Transcript.
  - (ii) Any certificate awarded by TIRTEC shall remain the property of TIRTEC and any alteration without the authority of TIRTEC shall have committed a criminal offence.
  - (iii) The Academic transcripts shall be valid if bear the name of Tanzania Institute of Rail Technology, Programme Pursued, NTA level completed, all modules examined and their grades, GPA (Semester GPA, Annual GPA and Overall GPA), grade points, credit values, total credit value, total credit points, award classification, name, registration number and picture of the student and serial number of the transcript.

- (iv) Any graduate student desirous of obtaining a transcript shall submit a clearance form and one recent passport size photograph with blue background for the preparation of transcript.
- (v) No graduate shall be allowed to collect academic transcripts, unless he submits the original clearance form that bears the student's full name, year of completion and student's examination or registration number.
- (vi) Certificates and transcripts shall be issued in the names as they appear in the registration database taken after admission.
- (vii) TIRTEC shall not allow any request of changes any information contrary to the documents submitted during admission.
- (viii) The academic transcript or certificate shall be considered credible only if it bears the signature of the Approved Officer(s) and official seal or stamp of TIRTEC.
- (ix) TIRTEC may issue another copy of the academic transcript in case of damage, loss or any reason(s) of the original transcript whereas in case of loss the graduate has to produce a sworn affidavit.
- (x) TIRTEC may issue another copy of the academic certificate in case of damage of the original certificate whereas the graduate has to surrender a damaged certificate that shall be replaced with another certificate.
- (xi) TIRTEC may issue another copy of the academic certificate in case of damage or loss of the original academic certificate whereas in case of loss the graduate has to produce a sworn affidavit and evidence of public announcement in the government gazette about the loss.
- (xii) The Certificate so issued in (x and xi) above shall be marked "COPY" and will be issued as soon as it is practicable in cases of damage and not earlier than three months from the date of loss in case of loss. A nominal fee to be established by the TIRTEC shall be charged for the copy of the certificate issued.
- (xiii) The transcript so issued in (ix) above shall be issued as soon as it is practicable in cases of damage, loss or any reason(s) and not earlier than two weeks from the date of reporting of loss or damage and be charged the rate determined by TIRTEC.

(c) Charges of Progress Reports, Transcripts and Certificates:

- (i) A fee to be prescribed by TIRTEC and approved by the Academic Board Committee shall be charged for each progress report, certificate or transcript to

be issued by the TIRTEC as per 1<sup>st</sup> schedule.

(ii) TIRTEC reserves a right to change the fees for preparation and issuing of Progress Reports, Transcripts and Certificates in paragraph (i) above as it deems necessary.

(d) Time for releasing Academic Progress reports, Certificates and Transcripts

- (i) Progress reports may be issued any time after release of provisional results.
- (ii) A student can acquire a progress report as many times as they wish provided that they pay a set fee at each instance as per 1<sup>st</sup> schedule.
- (iii) Transcripts shall be published only after results have been formally approved by the TIRTEC Academic Board Committee.
- (iv) Certificates shall not be released before the graduation date.
- (v) TIRTEC shall provide a specific commitment of the time that Certificates and Transcripts will be ready both after a student has completed his studies and after lodging individual application.

## CHAPTER FIFTEEN

### 15.0 APPLICATION OF OTHER TIRTEC RULES AND REGULATIONS

These examinations Rules and regulations are not exhaustive of rules and regulations governing students" examination conducts at the institute and do not exclude the application of any other relevant rules and regulations of the institute and the legal application as the case may be.

#### 15.1 Costs for Examination and Certification Services

There shall be non-refundable services fees and charges that shall be obliged by student for services described in the first schedule of these regulations for the purpose of meeting examination and certification services.

#### 15.2 Use of Security Camera

Security cameras and any other electronic device may be used for monitoring, recording, reporting and evidencing the manner in which examinations are conducted.

#### 15.3 Leakage of Examination

- (a) Where there is an evidence of a leakage of examination after students have sat for that examination and the leakage is discovered before the completion of examinations scheduled for that class in a particular semester, the institute shall nullify such examination and require the candidates to re-sit the examination on a date following the completion of the examinations scheduled.
- (b) Where there is an evidence of a leakage of examination after students have sat for that examination and the leakage is discovered after the completion of examinations, the college shall nullify such examination and require the candidates to re-sit the examination on a date arranged by the Registrar in consultation with the DP - ARC and the Principal.
- (c) Leakage of examinations by TIRTEC Officer shall be punishable by relevant disciplinary authority.
- (d) Students involved in leakage of examinations shall be punished as per provision of these Rules and Regulations.

#### 15.4 Suspended Students

No suspended student shall be allowed to stay within the TIRTEC campus, unless permitted by the Principal.

## **15.5 Records of Students**

Any student record including penalty imposed to any student by any authority under these Examination Rules and Regulations shall be recorded in the personal file of the student concerned and other relevant institute database.

## **15.6 Student Resuming Studies**

Any student who is resuming studies after postponement due to medical, social ground or any other reason(s) apart from after suspension will comply the following:

- (a) He shall report to the Academic Head of Department by filling the prescribed ROS form No. 2(b)
- (b) He shall be required to pay all required payments as per TIRTEC fee structure unless for special case that may be approved by the Principal.
- (c) He shall be required to comply with institute's regulations including academic activities as prescribed in the TIRTEC Almanac or Calendar.
- (d) The student fails to report during the due time without any official permission from the Principal shall be deemed as absconded from studies.

## **15.7 Resuming Studies after Suspension**

- (a) A suspended student shall report to the Head of Academic Department concerned on the day following the last day of his suspension and fill the prescribed form ROS Form No. 2(b) as indicated in the Examination Rules and Regulations, 2022.
- (b) Any student who resumes studies at the institute after being suspended under any of the provisions of these Examination Rules and Regulations or any other law in force and applicable to such student, shall personally bear all the costs and other consequences of such suspension.

## **15.8 Procedures for Examination Complains**

The student having any examination complains with regard to examination (CA or SE) or any similar nature concerning academic shall follow these procedures;

- (a) Student (s) shall immediately write a letter to explain the nature of complains and direct it to the Principal.
- (b) The Principal shall require the DR - ARC to verify whether the complaints are genuine in consultation with the respective Head of Academic Department
- (c) The DR - ARC shall provide findings to the Principal after finishing the exercise in sub rule (b) above.

- (d) After the findings, if the complaints are not genuine, the Principal through DR - ARC shall communicate to the student(s) concerned notifying decision that shall be made regarding the findings.
- (e) After the findings, if the complaints are genuine the Principal shall send the complaints and the findings in sub rule (c) above to the Registrar.
- (f) Registrar shall communicate for the decision made to the Complainant as the case maybe.

#### **15.9 The Power to Amendment the Examination Rules and Regulations**

The institute shall have power to amend these Examination Rules and Regulations at any time it deems necessary.

#### **15.10 Publishing Examination Rules and Regulations**

The institute shall liable to publish the Examination Rules and Regulations in the institute's prospectus, institute library and these academic by-laws should be brought to the notice of the student in an official appropriate manner as the case may be.

#### **15.11 Interpretation of Examination Rules and Regulations, 2022**

- (a) Where any dispute arises as to the interpretation and application of these Examination Rules and Regulations, the dispute shall be referred to the Principal whose decision shall be final.
- (b) These examination Regulations shall be read together with the 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> schedules of these Rules and Regulations.

## CHAPTER SIXTEEN

### 16.0 Physical Facilities

#### 16.1 Available Physical Facilities

- (a) The Tanzania Institute of Rail Technology has the following physical facilities to enable it carry out its activities.
- (b) Classrooms
- (c) A Library
- (d) A Cafeteria
- (e) Students Halls of residence
- (f) Academic staff offices
- (g) Recreation facilities Football playground and basketball, volley ball, etc
- (h) A Training Workshop
- (i) A Computer Laboratory
- (j) A Electronics Laboratory

#### 16.2.0 Descriptions of Some of the Physical Facilities

##### 16.2.1 Training Workshops

The workshop provides facilities for practical training of all Technicians in mechanical, electrical, electronics, telecom and civil engineering related programmes. Graduates through the workshops are able to gain necessary practical skills to enable them to perform troubleshooting, repairs and maintenance, installations, designing associated with modern and up-to-date equipment and systems. Some of the critical skills gained through the workshop practices include repair and maintenance of Locomotives, wagons and carriages, bench work activities, operation of signalling systems, Track repair and maintenance etc.

##### 16.2.2 The Library

The Institute has a library which accommodates a variety of books, journals, general rules & appendix and other items such as newspapers and unpublished materials. The library has an outstanding collection related to railway industry and others. A Library is a centre of knowledge and skills development. Therefore, the library provides source of academic information and other relevant materials to students, staff and TIRTEC community as a whole.

### **16.2.3 Cafeteria**

Catering services and some meals on a cafeteria are provided at the Institute. All customers are required to pay cash for the services offered. Also meals can be prepared and served on a pre-arranged agreement.

### **16.2.4 Students Hostels**

The Institute provides hostel services for males and females on both Tabora main campus and Morogoro Campus. The students who report earlier and comply with all relevant prescribed Institute conditions will be given priority for the accommodation services.

### **16.2.5 Playgrounds**

Games and sports are organized by the office of the Dean of Students. All students are encouraged to participate in sports and games and are eligible to take part in sport events and competitions such as inter halls, classes and institutional competitions. Currently there are playgrounds for football, volleyball and Netball.

## CHAPTER SEVENTEEN

### 17.0 STUDENT RULES

The Examination Rules and Regulations, 2022 have been drafted under the authority of and approved by the Governing Council of the Tanzania Institute of Rail Technology. The Principal is responsible to the Council for ensuring their observance. Rules 17.1-17.2 apply in particular to students residing in the Institute campus during semester time and vacation alike. Rules 17.3 -17.8 apply to all students who are residents. The rules are:

#### 17.1 Out of Bound and Guests

Students may entertain visitors at the campus only during weekends and holidays from 10.00 hours to 18.00 hours. Students wishing to take visitors into Institute's (buildings the halls of residence) must obtain prior permission from the relevant Institute authority.

#### 17.2 Leave of Absence

Students may obtain leave of absence of up to 10 days during a semester -time on application to the Dean of Students. Such application should be accompanied with written approval of the student's Head of Department. Any leave longer than 10 days shall need the approval of the Principal No student shall absent oneself from the Institute during semester time without permission as under this rule.

#### 17.3 Driving of Self Propelled Vehicles

Any Student wishing to keep and drive a motor vehicle (including scooters and motor cycles) on the Institute campus must first register the vehicle with the Dean of Students.

(a) Registration must include the production for inspection of:

- (i) The motor vehicle registration number,
- (ii) The motor vehicle road license,
- (iii) The current certificate of insurance where requested, certificate of road worthiness.
- (iv) Such registration must be renewed annually. At the time of registration of the motor vehicle the students must also produce a clean current driving license for inspection in one's own name.

(b) A student's rights to drive a motor vehicle on the Institute campus may be withdrawn after any driving regarded by the Institute's Administration as reckless or dangerous.

## **17.4 Students Conduct**

The Institute is concerned with students' conduct both on and outside the Institute Campus, and reserves the right to take disciplinary action in respect of any misconduct, whether it occurs on or off the campus by referring to the Student By-Laws.

## **17.5 Damages to and Losses of Institute's property**

Students shall report without delay, loss and damages whether accidental or otherwise direct to the appropriate officer in charge of the section. The cost of replacement of any loss or damage to the Institute's property arising out of malicious, reckless or negligent act shall be borne by the student(s) concerned. Where damage or loss is caused by student whose identities are not known the cost of repair or replacement shall be shared by all the students involved.

## **17.6 Student's Debts to the Institute**

- (i) Any student who has outstanding debts to the Institute out of either credits or loss or damage of property of the Institute, shall not be allowed to sit for the semester examinations unless he/she clears the debt.
- (ii) A student who fails to sit for end of semester examinations for reasons related to outstanding debts on time, will have to sit for such examinations when next offered after completing all required payments (after clearing the outstanding debts).
- (iii) Any damage or loss caused during and after the last semester examination(s) will have to be settled before the results of the last examination (s) are released to the student, in case the liability exceeds the amount of caution money.

## **17.7 Smoking**

Smoking is not permitted in the Library or elsewhere during lectures, seminars and laboratory sessions, or in any other places that will be specified by the Dean of Students.

## **17.8 Telephone**

Institute's telephone may not be used for students' private calls

## **17.9 Residence**

Students are expected to live in the Institute's hostels or off campus as conditions shall determine.

## **17.10 Student Rooms**

- (i) Students are required to take good care of the rooms they occupy. They are responsible for the daily cleaning of these rooms.
- (ii) Students may not fix nails or paper on the walls of their rooms.

- (iv) They may not move furniture from other parts of the Institute premises into their own rooms or furniture from their own rooms into other part of the Institute premises.
- (v) A student wishing to supplement the furniture or furnishings provided by the Institute in his/her own rooms may do so only after obtaining the prior consent of the Dean of Students.
- (vi) A student with special needs wishing to have an outside material installed must consult the Dean of Students who will arrange for the work to be done.
- (vii) Electrical appliances permitted on hostels include reading-lamp, phones and laptop chargers, fans and similar appliance after permission of the Dean of Students.
- (viii) Allowed electrical appliances should only be plugged on the available sockets. Students should report to the Dean of Students without delay any damage (whether accidental or otherwise).

#### **17.11 Musical Instruments and Noise**

- (i) Musical instruments (i.e. record-players, radio sets and instruments which students play), must not be used in the Institute's premises between the hours of 10.00 p.m - 7.00 a.m and during official training as per Institute's timetable.
- (ii) Any excessive noise or disorderly conduct that could cause inconvenience to other students will be regarded as an offence. At no time must musical instruments be played with excessive noise (loud voice).

#### **17.12 Vacation of Residence**

Permission to stay in the hostels during vacation in any case shall be granted by the Principal applied through the Dean of Students.

#### **17.13 Institute's Staff**

The services of members of the Institute's staff may not be used by students either in personal or in an official capacity without authorization of the Principal.

#### **17.14 Correspondence**

- (i) The Principal or the person to whom this power has been delegated by him is the only spokesman for the Institute. Any official channel of communication outside the Institute shall be made by the Principal.
- (ii) An individual student may write to or otherwise communicate with the press only in his individual capacity and shall clearly sign so.
- (iii) Students may not write to or communicate with a foreign government representative here or abroad and our mission abroad provided that the Principal can arrange to

communicate with foreign governments and representatives and our mission abroad on behalf of the students in case of necessity.

#### **17.15 Student's Marriages**

Married students, like any other students, shall be required to comply with the Institute's students' rules and regulations. No separate family accommodation shall be provided by the Institute to married couples.

#### **17.16 Development Projects**

The Institute for now has projects for rehabilitation of existing infrastructures and construction of new modern infrastructures in order to be able to provide competence based training in railway technologies and allied technologies in Africa. These projects will enhance the capability of the institute and be able to provide competence based training, research and consultancy in railway transport and allied sectors for sustainable socio-economic development in Africa.